



Ottery St Mary Primary School – Clerk to Governors

The clerk's key duties will include the following:

Relationships and communication

- Building relationships with key figures in the school, both on the board and in the wider school community
- Establishing channels of communication for sharing information with the board, and the wider school

Meetings and administration

- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
- Ensuring that board papers are clear and accurate, and that minutes capture discussion points and actions
- Evaluating administrative procedures to ensure effectiveness, and adapting these where necessary
- Preparing thoroughly for meetings and ensuring outstanding action points are acted on
- Maintaining, or assisting in the maintenance of, accurate registers
- Establishing efficient records management procedures
- Ensuring the safe custody of any corporate seals
- Advising the board when governors' terms of office end, and assessing the effect this will have on the board's skills mix
- Establishing and administering procedures for filling vacancies on the board, whether by appointment or election
- Keeping a record of governors' attendance and active contribution to meetings

Providing advice and support

- Checking that meetings are quorate, and if not providing appropriate advice on how to proceed
- Supporting the chair in identifying priorities and upcoming issues when planning meetings
- Finding appropriate information for the board, and checking the credibility of any sources
- Keeping the board updated on changes to legal or statutory requirements
- Accessing third-party guidance on behalf of the board where necessary
- Keeping the board informed about training and development opportunities
- Helping the board to create a culture in which challenge is welcomed
- Contributing to discussions about the design of governance committees and structures, and communicating these to the rest of the school
- Supporting the board when carrying out evaluation exercises

Professional judgement

- Advising on conflicts of interest, and how to manage and avoid these
- Challenging the board if concerned about non-compliance or the conduct of meetings
- Escalating concerns where necessary to the appropriate party
- Remaining committed to improving own performance, and taking advantage of opportunities attend training and development activities



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Personal attributes

- Possesses excellent time management skills and can maintain a high standard of work under pressure
- Can build and maintain effective working relationships with key figures, both on the board and in the wider school community
- Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities
- Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation
- Understands the principles of confidentiality and applies this to own work and that of the board

Knowledge and understanding

- Understands the 6 features of effective governance and the core functions of the board
- Appreciates the importance of understanding the board's own governance structure
- Is aware of how the clerk's role is defined in statutory guidance
- Understands the key themes of national and local education context
- Is aware of the board's duties under legislation and statutory guidance
- Understands the importance of the board adhering to and promoting the school's internal procedures
- Understands the principles of records management, and has a working knowledge of the Data Protection Act and Freedom of Information Act

Administrative skills

- Has an eye for detail and excellent proofreading skills, producing clear and accurate papers for the board
- Uses technology effectively to streamline the board's processes
- Can communicate information clearly, logically and impartially, using a range of presentation methods
- Has a systematic approach to managing documentation that meets legal requirements for records management

Professional judgement

- Confidently judges which discussion points to record, indicating governors' challenge of the school
- Is able to clearly explain difficult concepts, including information on the board's legal duties
- Understands the principles of conflicts of interest, and is able to advise the board on managing and avoiding these
- Is willing and able to challenge the board when concerned about non-compliance or any aspect of how the board is conducting its business
- Understands how and when to escalate concerns if necessary