



Isle of Wight Council Job Description

Identifying Facts

Title of Post: Clerk to Management Committee

Directorate: Education

Post No:

Section: Management and Administration

Date: July 2019

Responsible to: Chair of the Management Committee

Job Purpose

Accountable to the Management Committee, working effectively with the Chair of the Management Committee, and with the Headteacher and other Management Committee members. The Clerk will be responsible for advising the Management Committee on constitutional matters, duties and powers and will work within the broad current legislative framework. He / she will secure the continuity of Management Committee business and observe confidentiality requirements.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Meetings:

3. Work effectively with the Chair and Headteacher before the Management Committee meeting to prepare a purposeful agenda which takes account of DFE and LA issues and is focused on school improvement.
4. Encourage the Headteacher and others to produce agenda papers on time.
5. Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting.
6. Record the attendance of Management Committee members at the meeting and take appropriate action re absences.
7. Advise the Management Committee on governance legislation and procedural matters where necessary before, during and after the meeting. *(This duty has been enhanced, through the implementation of*



the School Governance (Procedures and Allowances) (England) Regulations 2013.)

8. Take notes of the Management Committee meetings to prepare minutes, including indicating who is responsible for any agreed action.
9. Record all decisions accurately and objectively with timescales for actions.
10. Send drafts to the Chair and Headteacher for amendment /approval by the Chair.
11. Copy and circulate the approved draft to all Management Committee members within the timescale agreed with the Management Committee.
12. Advise absent Management Committee members of the date of the next meeting.
13. Keep a minute book, or file of signed minutes, as an archive record.
14. Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Management Committee.
15. Following the approval of the minutes at the next meeting forward a copy to the LA, and where agreed, to the appropriate Authority.
16. Chair that part of the meeting at which the Chair is elected.

Membership:

17. Maintain a database of names, addresses and category of Management Committee members, and their term of office.
18. Initiate a welcome pack / letter being sent to newly appointed Management Committee members including details of terms of office.
19. Maintain copies of current terms of reference, membership of committees and working parties and nominated Management Committee members e.g. Child Protection.
20. Advise Management Committee members and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
21. Inform the Management Committee and LA of any changes to its membership.
22. Maintain Governor meeting attendance records and advise the Management Committee of non-attendance of Management Committee members.
23. Advise that a register of Management Committee pecuniary interests is maintained, reviewed annually and lodged within the school.
24. Check that appropriate identity / vetting and barring checks have been successfully carried out in accordance with DBS requirements on all new appointees and re-appointees.



Advice and Information:

25. Advise the Management Committee on procedural issues.
26. Have access to appropriate legal advice, support and guidance.
27. Give advice and support to Management Committee members taking on new roles such as Chair or Chair of a Committee.
28. Ensure that new Management Committee members are given a link to the Management Committee members' Handbook
29. Liaise with Development Governor to ensure all Management Committee members are aware of the Induction Training Programme and other training, as outlined in the Training and Development Programme.
30. Advise on the requisite information for Management Committee self-evaluation.
31. Ensure that statutory policies and a policy review programme are in place, and that a file is kept in the school of policies and other school documents approved by the Management Committee.
32. Maintain records of Management Committee correspondence.
33. Help to produce a Management Committee Year Planner, which includes an Annual Calendar of Meetings and the cycle of agenda items for meetings of the Management Committee and its Committees.

Professional Development:

34. Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent.
35. Attend termly briefings and participate in professional development opportunities.
36. Keep up-to-date with current educational developments and legislation affecting school governance.
37. Participate in, and contribute to the training of Management Committee members in areas appropriate to the Clerking role.

Flexibility:

In order to deliver services effectively a degree of flexibility is needed and the post holder may be required to perform the following duties to be paid at an hourly overtime rate based on annual salary:

38. Arranging panel meetings re complaints, discipline, exclusions and appeals. Preparing the agenda and taking and producing the minutes and informing relevant parties of the decision.
39. To research and update legally required policies and to administer parent / staff election to the Management Committee.



40. To undertake any reasonable request as commiserate with the role and responsibilities, instructions given by any member of the Senior Leadership team.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.