**The Role of the Clerk**

*A good Clerk is an invaluable resource for Governors!*

“Good Clerking is a major contributing factor to effective governance and therefore school improvement”

*Information for School and College Governors*

The Clerk’s Role:

* To serve the whole Governing Body
* To perform administrative tasks effectively
* To keep up-to-date on and provide support and advice on laws and regulations
* To maintain accurate records

The Clerk’s Responsibilities:

* To convene and attend Governing Body and Committee meetings
* To take minutes
* To keep a record of Governors and their attendance at meetings
* To maintain statutory information
* To report vacancies to the Governing Body
* To give advice in accordance with regulations
* To undertake any other functions specified by the Governing Body

Academy Clerks must be familiar with their school’s **Scheme of Delegation**.

Clerk’s must make sure records are available for inspection by those entitled to view them.

Governors should know how, when and where the Clerk may be contacted.

Clerks can support their Governing Body by knowing where to go for authoritative advice – **Scheme of Delegation, DGAT and policies!** The Clerk may sometimes need to remind Governors of law and policy to ensure they have the information they need to make sound decisions.