St. Jérôme Church of England
Bilingual Primary School
Headteacher: Revd. Daniel Norris MBA NPQH

**Job Description**

**Date Reviewed: November 2021**

1. **JOB TITLE: School Governance Information Manager**
2. **GRADE: SO1 – NJC23 £30,585 FTE. Approx 195 hours a year, hourly rate £16.29**
3. **SCHOOL: St. Jérôme Church of England Bilingual Primary School**
4. **RESPONSIBLE TO: The Governing Body of the School**
5. **CONTACTS The post holder is required to develop and maintain the following contacts within the context of the job.**
6. **CLOSING DATE Monday 6th December at 5.00pm**
7. **INTERVIEW DATE Week commencing Monday 13th December**
8. **START DATE January 2022**

**JOB DESCRIPTION**

1. **JOB PURPOSE**

This is an advanced administrative, advisory and information management role, working with the governing body of a single academy trust with a Church of England designation, located within the London Borough of Harrow.

As School Governance Information Manager, the post holder will also assume all the functions of clerk to the governing body (a statutory post). *Reference: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Regulation 6(3).*

The post holder is responsible for ensuring the continuity of the governing body’s business. This means that all governing body business must be managed in accordance with statutory and legal duties, local authority, DfE and Diocesan guidance and in keeping with professional advice from external agencies.

1. **MAIN DUTIES AND RESPONSIBILITIES**

**The SGIM, will attend all governing body meetings and committee meetings and fulfil the duties as Clerk to the Governing Body. This will require the SGIM to:**

**Effectively administrate for each governing body and committee meeting by:**

* Meeting with the chair of governors/committee and headteacher well in advance of each meeting, in order to prepare a focused and timely agenda for each governing body meeting and committee meeting.
* Liaising with those governors or staff preparing meeting papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
* Ensuring that the headteacher has prepared a report for distribution with the agenda for each full governing body or committee meeting, in good time, and in accordance with the format set by the governing body.
* Being the sole point of contact for notification of all meeting apologies.
* Ensuring that the quoracy for meetings is determined in advance, monitored and maintained during all meetings, and declaring meetings inquorate when the situation arises.
* Taking swift and appropriate action where a meeting is likely to be inquorate.
* Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting;
* Ensure all absences (with or without apologies) for each meeting are also centrally recorded in readiness to be published on each schools website in line with statutory regulations.
* Draft the minutes of governing body and committee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher.
* Ensure that confidential items are minuted appropriately and that minutes reflect this.
* Ensure that minutes accurately reflect the true business of each meeting, noting and recording in the minutes, governing body support and challenge to the school.
* Ensuring that the minutes record the impact that the work of the governing body is having upon the school.
* Circulating the draft approved minutes to all governors (members of the committee), the headteacher and other relevant body, such as the Governor Support Service as agreed by the governing body and within the timescale agreed with the governing body.
* Following-up any agreed action points with those responsible and inform the chair of any issues arising.
* Ensuring that the distribution of confidential items is handled sensitively.
* Devising and maintaining a ‘minutes timeline/planner’ for all the preparatory work and the follow up work for meetings, and ensure that this timeline is adhered to in order to keep the governing body organised and on task.
* Ensuring minutes of meetings are formally agreed at the following meeting and that the minutes are signed by the chair of that meeting. These are public records.
* Maintaining a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
* Ensuring that confidential items are securely stored in school with restricted access maintained.

**Provide consistent and accurate legal and governance advice to the governing body and its committees**

* Advising each governing body on governance legislation and procedural matters particularly before, during and after meetings.
* Acting as the first point of contact for governors with queries on statutory, procedural and governing body matters.
* Accessing appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body.
* Informing the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
* Researching, sharing and offering advice on best practice in governance, including on committee structures and self-evaluation;
* Ensuring that statutory policies are in place, and are revised when necessary.
* Devising and maintaining an annual calendar/diary of governing body meetings, events and statutory tasks.

**Managing membership for the governing body**

* Devising and maintaining a clear database of membership with personal contact details and details of each governorship. This must be held and managed in accordance with the Data Protection Act 1988.
* Advising governors in advance of the expiry of a governor’s term of office, so elections or appointments can be organised in a timely manner.
* Chairing that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
* Maintaining a register of governing body pecuniary interests and ensure the record of governors’ business interests is reviewed regularly.
* Ensuring that the declared interests for all governors and associate members is published on the school website and complies with the statutory requirements about what must be published.
* Ensuring Disclosure and Barring check (DBS) has been carried out on any governor as required by policy.
* Ensuring that the schools’ single central register is updated with governor DBS checks.
* Maintaining a record of training and development activities undertaken by members of the governing body.
* Maintaining a record of all governor visits to school so that this can be reported at each full governing body meeting.
* Advising the chair of potential disqualification of governors through lack of meeting attendance.
* Maintaining copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND.
* Maintaining records of governing body correspondence (email and post).
* Ensuring copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website.

**The School Governance Information Manager will undertake the following duties as part of the SGIM role.**

* Supporting the governing body to work as a team and a corporate body, and in the best interests of the school.
* Form and maintain a pooled resource of ‘panel governors’ with other local schools, whereby one school could support another in cases where a governor is required to sit on a panel but not enough trained governors are available at that school.
* Co-ordinate and clerk governor panels specifically dealing with school complaints, in line with the published and agreed procedures and policy.
* Co-ordinate, share best practice and potential governance training opportunities.
* Ensuring that all emails for governors from supporting providers (i.e. Local authority, Governor Support Service) are distributed and actioned where required.
* Developing and maintaining a policy list and review schedule and ensuring that policies are scheduled for review on meeting agendas in line with any statutory requirements.
* Developing and maintaining an induction procedure for new members, which is agreed with the governing body.
* Leading on the induction of all new members, ensuring that they are aware of training expectations and how to access appropriate training and any other support and information that will be needed.
* Advising the governing body on succession planning (of all roles, not just the chair.)
* Taking the lead on governor recruitment for all categories of membership, and supporting the headteacher with parent and staff governor elections.
* Clerking any statutory appeal or grievance panels the governing body is required to convene.
* Maintaining all governing body records and information in line with the school’s agreed policy and the schools data protection, security and insurance requirements.
* Drafting the governing body’s annual governance statement for agreement, before publishing it on the school website in line with statutory requirements.
* Being the lead for ensuring that the schools’ website meets statutory requirements in terms of what the governing body and school are responsible for publishing online. Auditing the school website termly.
* Preparing briefing papers for the governing body as requested on themes determined by the governing body.
* Leading the annual skills auditing process and collating the information into a report for presentation at a full governing body meeting.
* Ensuring that any skills gaps on the governing body are identified and inform part of any recruitment process.
* Supporting the governing body to be ‘Ofsted ready’ and ‘SIAMS ready’ (Statutory Inspection of Anglican Schools). Inspections will happen with a maximum notice period of 24 hours, therefore being able available to support the governing body to access vital information at short notice and source any support that may be needed by the chair.
* Perform such other tasks as may be determined by the governing body from time to time.

**The School Governance Information Manager will undertake the following personal development activities**

* Attend appropriate and regular training and development opportunities to maintain his/her knowledge and improve practice.
* Undertake online data protection training.
* Undertake safeguarding training.
* Keep up-to-date with current educational developments and legislation affecting school governance.
* Keep a log of hours and duties carried out for the school
* Participate in regular performance management.

**Our School Vision**

An aspirational, multilingual, multicultural education community that empowers everyone: to grow and flourish, to gain in knowledge, wisdom and skills and to translate the love of God for all people into words and actions.