

BFG Guidance Notes for School Governors

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Clerking Committees of the Governing Body

Legislation

- The School Governance (Procedures)(England) Regulations 2003
- Statutory Guidance on the School Governance (Procedures)(England) Regulations 2003

Requirements

The governing body must appoint a nominated clerk to each committee. This should be recorded in the terms of reference and/or minuted.

Who is eligible to be the clerk of a committee?

It is recommended that

- the governing body appoints a clerk to a committee or a number of committees
- the clerk is an experienced clerk or receiving training
- the clerk is paid for their services

A governor can be a clerk to one or more committees

Who is not eligible to be the clerk of a committee?

- the headteacher

What happens if the committee clerk is not present at the meeting?

- the governors present at the meeting can appoint a member of the committee (but not the headteacher) to act as clerk for that meeting.

What is the clerk to the committee required to do?

It is the responsibility of the clerk to the committee to:

- convene meetings of the committee under the direction of the full governing body and the chairman of the committee;
- ensure each member of the committee receives written notice of each meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days before the meeting. (If the chairman of the committee considers that there are matters that demand urgent consideration he/she can determine a shorter period of notice;
- attend meetings of the committee and ensure minutes are taken;
- produce the minutes of the meeting and submit them to the chairman for approval;
- ensure that the minutes are signed by the chairman of the committee at the following meeting, after approval of the committee;

- perform such other functions with respect to the committee as may be determined by the governing body from time to time;
- ensure the committee meeting is quorate (this will be determined in the terms of reference of the committee, but should be no less than three members of the committee).

What is considered to be good practice?

The following points are recommended as good practice. This list is not exhaustive and suggestions and ideas should be discussed at a meeting of the full governing body.

- a copy of all paperwork, including agendas and minutes should be forwarded to the clerk to the governing body, if this is a different person to the clerk to the committee;
- committee papers could be copied on different colour paper for each committee for easy identification;
- the original signed copy of the minutes of the committee meetings are sent to the clerk to the full governing body;
- draft minutes are produced within one week of the meeting being held and circulated to governors immediately after the chairman of the committee has approved them;
- each page of the minutes is numbered;
- the clerk to the committee should ensure that the chairman of the committee initials each page of the minutes;
- attend training offered by the LEA for clerks' to governing bodies.

If in doubt speak to the Clerk to your governing body or phone the governors' helpdesk on 01344 354066 or email governors.helpdesk@bracknell-forest.gov.uk