Clerks to the governing board

Information pack for clerk to governors (word) * login required
Information on membership, administration and training.

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Clerks ELP help group
We have started our very own clerks’ ELP help group to share information, documents and advice to all clerks in the group.

Meeting administration

- Change of membership form* (word)
- Clerking action sheet* (word)
- Governing board meeting feedback form* (word)
- Meeting attendance monitoring form* (word)

Register of interest

As of 1 September 2015, maintained school governing boards will be required to publish the register of interests form on their websites (Statutory guidance, The constitution of governing boards of maintained schools, March 2015). This is wider than just pecuniary interests.

Below are the National Governors Association (NGA) templates for you to use and adapt.

- Declaration of interests form (word) Individual governors to complete and review annually, clerk to be informed if circumstances change.
- Register of interests form (word) should be completed by the clerk as a central record for the purposes of financial reporting. This template can then be used/adapted for publishing on the school website.

Proformas

- Governor qualification and disqualification criteria (links to governor qualification and disqualification criteria page)
- Governors monitoring form - to return to SWGD (word)

Guidance notes for agendas and minutes

School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov)
Regulation 15 of the Roles, Procedures and Allowance Regulations provides that the governing board must make available for inspection, to any interested person, a copy of the agenda, signed minutes and reports or papers considered at the meeting as soon as is reasonably practical.

The governing board is obliged to make this information available upon request under the Freedom of Information Act 2000 (legislation.gov) unless any other of the specific exemptions in that Act apply:

Therefore, the governing board will only be able to withhold information that constitutes personal data or confidential information, in each case, within the meaning of the Freedom of Information Act.

Information Records Management Society (IRMS) - Retention schedule 2016 for schools

The information management toolkit for schools (pdf) has been created to assist schools to manage their information in line with legislative frameworks. The most recent version can be found on the IRMS website http://irms.org.uk/page/SchoolsToolkit.

Under the Freedom of Information Act 2000, school governing bodies are required to maintain a retention schedule listing the record series which the school creates in the course of its business.

The retention schedule lays down the basis for normal processing under both the Data Protection Act 1998 and the Freedom of Information Act 2000 and recommends the length of time which records need to be retained and any action which should be taken when it is of no further administrative use. Section 1.1 Pages 37-38, covers recommended retention periods for governing body papers/matters.

Clerks are expected to manage their current record keeping systems using an agreed retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

Contact us

School workforce and governance development team

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