

CARSHALTON COLLEGE

KEY FUNCTIONS OF THE CLERK

1. Advising the Corporation and its committees on the proper exercise of their powers and on the application of the education acts and other laws affecting its work.
2. In consultation with the Chairman and Principal, planning the forward programme of meetings of the Corporation and its committees; identifying the main items to be taken at those meetings and liaising with those members of staff or governors preparing papers for forthcoming meetings.
3. Facilitating communication on Corporation matters between the Chairman, Principal and senior staff in the College.
4. Summoning meetings and preparing and despatching agendas and papers for Corporation and Committee meetings.
5. Either in person, or by delegation to a named individual, attending all meetings of the Corporation and its committees, giving advice on procedure at such meetings and preparing draft minutes of the proceedings.
6. Acting as a correspondent for the governors
7. Holding the College's seal and preparing documentation to be executed under the seal.
8. Giving administrative support to the Chairman of governors, to Chairman on committees and to individual governors as required.
9. Ensuring compliance with the law as regards public access to governors' papers.
10. Making arrangements for safe custody of the official record of the governing body's business and maintaining a record of outstanding business.
11. Drawing up for approval, and keeping under review, standing orders for the conduct of business of the Corporation and its committees.]

12. Maintaining a record of the membership of the Corporation, notifying it of any vacancies, making arrangements for staff, student and parent elections, and advising the Corporation on strategies for recruiting governors.
13. Maintaining an attendance record of governors, notifying any governors whose membership lapses as a result of non-attendance or who become disqualified for some other reason.
14. Maintaining a code of conduct for the Corporation and a register of the financial and personal interests of governors; and advising governors on declaration of interest.
15. Administrating any scheme for the reimbursement of governors' expenses.
16. In conjunction with the College or outsider agencies, facilitating induction and training programmes for governors.
17. Undertake an annual review of the Corporation's committee structure.
18. Undertake an annual review of governance and to produce a review report for the Corporation.
19. Monitoring public interest disclosure.
20. Supporting the Corporation in the appointment, dismissal etc of senior postholders
21. Taking appropriate action if and when the governing body, its Chairman or one of its committees appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful.