
STATUTORY INSTRUMENTS

2003 No. 1377

**The School Governance (Procedures)
(England) Regulations 2003**

PART 2

Appointment, functions and removal of officers

Functions of the clerk to the governing body

- 9.** The clerk to the governing body shall—
- (a) convene meetings of the governing body in accordance with regulation 11;
 - (b) attend meetings of the governing body and ensure minutes of the proceedings are produced in accordance with regulation 13(1);
 - (c) maintain a register of members of the governing body and of associate members and report any vacancies to the governing body;
 - (d) maintain a register of governors' attendance at meetings and report on non-attendance to the governing body;
 - (e) give and receive notices in accordance with—
 - (i) regulations 17 (*Notification of Appointments*) and 22 (*Resignation*) of, and paragraph 10 of Schedule 6 (*Notification of disqualification*) to, the Constitution Regulations; and
 - (ii) regulations 5(4) and 11(4) of these Regulations;
 - (f) report to the governing body as required on the discharge of his functions; and
 - (g) perform such other functions as shall be determined by the governing body from time to time.