
STATUTORY INSTRUMENTS

2013 No. 1624

**The School Governance (Roles, Procedures
and Allowances) (England) Regulations 2013**

PART 3

Appointment, Functions and Removal of Officers

Functions of the clerk to the governing body

- 11.** The clerk to the governing body must—
- (a) attend meetings of the governing body and ensure minutes of the proceedings are produced in accordance with regulation 15(1);
 - (b) maintain a register of members of the governing body and of associate members and report any vacancies to the governing body; and
 - (c) perform such other tasks as may be determined by the governing body from time to time.