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WELSH STATUTORY INSTRUMENTS

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**2005 No. 2914**

The Government of Maintained  
Schools (Wales) Regulations 2005

**PART 7**

*Appointment, functions and removal of officers*

**Functions of the clerk to the governing body**

**43.**—(1) The clerk to the governing body must—

- (a) convene meetings of the governing body in accordance with regulation 45;
- (b) attend meetings of the governing body and ensure minutes of the proceedings are produced in accordance with regulation 47(1);
- (c) maintain a register of members of the governing body 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

regulations 21 (*Notification of vacancies and appointments*), 26 (*Resignation*), 27 (*Removal of governors*), 39(4) (*Resignation of chair or vice chair*), and 45(4) (*convening meetings*) of, and paragraph 13 of Schedule 5 (*Notification of disqualification*) to, these Regulations.

- (f) report to the governing body as required on the discharge of his or her functions; and
- (g) perform such other functions as may be determined by the governing body from time to time.

(2) The clerk to the governing body may provide it with advice on its functions and procedures.