

Clerk to the Board

Job Description & Person Specification

(Service level agreement)

March 2019

### Responsible to: Chair of the Board

### Review Date: March 2020

## Role Overview

To be responsible for the smooth and efficient running of meetings of the board of Trustees and any committees, and to monitor compliance with various legislative and regulatory requirements affecting Success Academy Trust (SAT).

## Key Accountabilities

1. **Board Meetings**
* Facilitating the smooth operation of SAT’s formal decision making and reporting machinery.
* Organising board meetings along with those of its committees, ensuring that there is proper and appropriate co-ordination of board and committee meetings and an effective flow of information.
* Formulating meeting agendas with the Chair (and CEO and CFO as required) and advising management on content and organisation of memoranda or presentations for the meeting.
* Collecting, organising and distributing such information, documents or other papers for meetings via the Trust’s Microsoft Team portal and in line with all GDPR requirements around data handling, privacy notices and retention procedures.
* Ensuring that all meetings are minuted and that the minute books are maintained with certified copies of the minutes, and that action is taken on matters arising.
* Communicating board decisions to those required to implement them and ensuring that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required.
* Ensuring that board meetings and all board committees are properly constituted and provided with clear terms of reference.
* Ensuring the effective running of the board’s support system including the production of board and committee papers.
* Advising and guiding the board on any legal and regulatory implications of SAT’s strategic plan.

Liaison with the local governing body clerks for each of the schools in SAT, to ensure communication and documentation is shared timely both ways.

1. **Governing Document**
* Ensuring that the MET complies with its Articles of Association and where appropriate drafting and incorporating amendments in accordance with correct procedures.
* To advise the Chair on any non-financial compliance with SAT’s Articles of Association, including management of any membership and governance reporting requirements.
* Review, propose and implement approved changes to SAT’s Articles of Association.
1. **Regulatory Requirements**
* Supporting the Company Secretary with timely renewal or updates of any director changes.
* Support in the management of ESFA’s required prior approval for any related party transactions that may arise across the Trust as a result of any contracts for goods or services between the Trust or its academies within the Trust with any private companies linked to the Board members directly or through a member of their family.
1. **Registers**
* Maintaining registers for Members, Board of Directors, Board member interests, gifts and hospitality accepted and refused, and local governing bodies, their interests and gifts/hospitality, and responding to appropriate requests concerning the information they contain.
1. **Statutory Returns**
* Support the Company Secretary to ensure that formal documentation is filed with appropriate bodies, as required.
1. **Annual Report and Accounts**
* To be closely involved in the co-ordination of the preparation, publication, distribution and presentation of the annual report (including annual accounts) in consultation with SAT’s internal and external advisers.
1. **Stakeholder Communications**
* Establishing and monitoring the election and appointment processes for members, directors and local governing bodies.
* Advising individual schools and Local Governance Bodies on the appointment, co-option and election of new members of the Local Governance Body.
1. **Governance**
* Facilitating the proper induction of members and directors into their role.
* Advising and assisting the members, directors and local governing bodies with respect to their duties and responsibilities.
* Advising and facilitating board performance evaluations and any ongoing development matters resulting from that exercise.
* Counselling members and directors when preparing presentations and memoranda.
* Ensuring SAT has a robust framework for compliance with appropriate governance standards in accordance with Good Governance: A Code for the Voluntary and Community Sector and recommended good practice.
* Maintaining and reviewing procedures for the sound governance of SAT and advising on developments in governance issues.
* Ensuring SAT has adequate insurance arrangements for governance.
* Ensuring standing orders, including a Scheme of Delegation, and schedule of matters reserved for the board and associated procedures are reviewed, updated and properly discharged.
1. **Board Development**
* Acting as a channel of communication and information for members, directors, local governing bodies and stakeholders, where appropriate.
* Advising the board on an appropriate approach to reviewing board performance and facilitating an annual board evaluation, in line with Ofsted’s requirements, and facilitating any ongoing training highlighted.
* Management and development of the members, directors and local governing bodies and their appropriate integration and interaction with SAT, including appropriate organisational development.

**10.** **Subsidiary Undertakings**

* Ensuring that procedures are in place for the correct administration of SAT, maintaining a record of the group’s structure.

Person Specification – Clerk to the Board

|  |  |  |
| --- | --- | --- |
| **Education & Qualifications** | Essential | Desirable |
| GCSE English and Maths (Grade C or above / 4 or above / or equivalent) | ✓ |  |
| A Level, Further and/or Higher Education qualification(s) |  | ✓ |
| Relevant Professional qualification(s) |  | ✓ |
| **Experience & knowledge** |
| Experience of the company secretary role |  | ✓ |
| Experience of clerking committees, including the preparation of agendas, and the taking and publishing of minutes | ✓ |  |
| Experience of advising members committees on relevant legislation and procedures. | ✓ |  |
| Knowledge of governance procedures and legislation | ✓ |  |
| **Skills** |
| Excellent communication and presentation skills, both written and verbal | ✓ |  |
| Problem solving skills.  | ✓ |  |
| High level of accuracy and attention to detail | ✓ |  |
| Ability to manage own workload effectively and respond swiftly to tight deadlines. | ✓ |  |
| Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.  | ✓ |  |
| Trustworthy, honest and discrete, able to maintain confidentiality | ✓ |  |
| Willingness to work flexibly, travelling to various locations to meet the needs of the Trust | ✓ |  |
| Good level of IT skills including Outlook and Office | ✓ |  |
| **Attributes** |
| Committed to Success Academy Trust’s values and aims | ✓ |  |
| Aware of and committed towards equal opportunities | ✓ |  |
| Committed to own continual professional development | ✓ |  |
| **Other** |
| Ability to travel to other Multi Academy Trust sites  | ✓ |  |
| Is fluent in the use of the English language | ✓ |  |