



Governance Clerk

Job Description & Person Specification

September 2021

Accountable to: Chair of the Board
Review Date: June 2022

Role Overview

As a Governance Clerk you will work with the Head teacher and Chair of the Trustees or Local Governance Board (LGB) Chairs to prepare and communicate agendas; arrange other information needed for the meeting into the Board Packs; take minutes at the Governance meetings and distribute these once drafted, timely after the event within an agreed annual governing meeting plan.

Operational support will be from the Company Secretary, Executive Principal and other Trust Governance Clerks which will include support around other clerking duties including oversight of governance recruitment, induction and training; Preparation of annual governance meeting schedules; and Maintenance of Governance records and attendance.

Meetings

1. Full Local Governance Meetings

The clerk will:

- Work with the LGB Chair and Headteacher before the LGB meeting to prepare the agenda, aligned to the Governance work plan and policy review schedule, Scheme of Delegation and school development/improvement plan
- Liaise with those preparing papers for the meeting to make sure they are available and uploaded to the Board Pack (usually within Microsoft Teams) ahead of the meeting (usually 1 week)
- Produce, collate and distribute the agenda and papers electronically via email and link to Board Pack
- Record the attendance of LGB members and others in attendance at meetings and ensure that this information is published on the school's website, annually and be available to the Trust at any time, upon request
- Help the Chair in keeping to time and agenda
- Support the LGB on governance legislation (as applicable within the Terms of Reference and Scheme of Delegation) and procedural matters where necessary before, during and after the meeting and act as the first point of contact on all procedural matters (supported by Trust Governance Team)
- Take minutes during the meeting ensuring the meeting is quorate and if there are any changes to declarations of interest, any actions agreed and any questioning is appropriately recorded within them.
- Draft minutes of LGB meetings, including indicating who is responsible for any agreed action and send to the Chair and Headteacher for checking within 1 week of the meeting taking place, before distribution via the on-line portal used
- Copy and circulate the approved draft minutes electronically to all LGB members timely after Chair/ Head teacher approval
- Liaise with the Chair and Headteacher prior to the next meeting and inform her/him of progress on action points
- Set up the meeting dates for the academic year in the calendar in the schools on line portal (eg Microsoft Teams)
- Maintain a record of signed minutes for reference
- Follow-up any agreed action points
- Attend and clerk additional appeals hearings, subject to availability.

2. Trust Board Meetings - Full or subcommittee meetings

The clerk will:

- Work with the Chair of the Trust Board or Chair of the Sub Committee and the Trust Principal or Trust Operations and Finance Officer before the meeting to prepare the agenda, aligned to the Trust Board Annual work plan and Trust Central Policy review schedule/ Sub Committee's Terms of Reference and the Trust's Improvement Plan.,

- Liaise with those preparing papers for the meeting to make sure they are available and uploaded to the Board Pack (within Microsoft Teams) ahead of the meeting (usually 1 week)
- Produce, collate and distribute the agenda and papers electronically via email and link to Board Pack
- Record the attendance of Trustees and others in attendance at meetings and ensure that this information is published on the Trust's website, annually.
- Help the Chair in keeping to time and agenda
- Support the Trustees on governance and procedural matters where necessary before, during and after the meeting and act as the first point of contact on all procedural matters (supported by Trust Governance Team)
- Take minutes during the meeting ensuring the meeting is quorate and that declarations of interest, any actions agreed and any questioning is appropriately recorded within them.
- Draft minutes of the meetings, including indicating who is responsible for any agreed action and send to the Chair and others as appropriate for checking within 1 week of the meeting taking place, before distribution via the on-line portal used
- Copy and circulate the approved draft minutes electronically to all Trustee members timely after approval
- Liaise with the Chair and others as appropriate prior to the next meeting and inform them of progress on action points
- Set up the meeting dates for the academic year in the calendar in the Trust's on line portal (eg Microsoft Teams)
- Maintain a record of signed minutes for reference
- Follow-up any agreed action points
- Attend and clerk additional appeals hearings, subject to availability.

3. Governance Membership Support

The Clerk will

- Support the Company Secretary with notification of any new or resigning local governors updating information as necessary (within 14 days) to on line site – Get Information About Schools (GIAS) and local school's website
- Support the Trust Principal or local Head teachers to hold governance elections when required with associated paperwork, notifications and onboarding procedures
- Ensure (at least annually and on appointment of new members) that the Trustees and local boards' register of interests is updated and published on school or trust website and that all have signed governance code of conduct.
- Ensure at least annually that the LGB and Trust Board have completed an annual skills audit and review of impact, using Trust documentation and in accordance with the Trust workplan.
- Ensure that a record of all training undertaken by members of the LGB and Trust board is maintained and appropriate training materials shared
- Support the Company Secretary 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 Local or Trustee Board members directly or through a member of their family.
- Maintain a record of attendance at all meetings for uploading to the Trust's website and to

- support the year end Governance Report.
- Monitor the ClerktotheBoard and ClerktotheGovernors email accounts as agreed for any communications to the Board – sharing with either Chair or local Head teacher/ other person as appropriate.
 - Act as a channel of communication and information for members, trustees, local governing bodies and stakeholders, where appropriate.
 - Support the DPO with any Subject Access or Freedom of Information Requests

4. Advice and Information

The Clerk will:

- Advise the Trustees or LGB on procedural issues, in accordance with the Trust's Terms of Reference, Scheme of Delegation, Code of Conduct and Trust policies and procedures
- Have access to appropriate legal advice, support and guidance from the Trust central team including Data Protection Officer
- Ensure that all statutory policies, as provided by the Trust, are available to the LGBs
- Maintain records of any LGB correspondence
- Distribute information as required and/or obtained from the Trust central team

5. Personal Development

The Clerk will:

- Undertake appropriate and regular training to maintain his/her knowledge base. Attend briefings and participate in professional development opportunities as organized by the Trust central team
- Hold a satisfactory Trust DBS check, complete a safeguarding self-declaration, declaration of interests and undertake basic child protection, safeguarding and Prevent training annually
- Keep up-to-date with current educational developments and legislation affecting academy governance, at a local level

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	✓	