



<b>Job Description:</b>	Clerk to Governors
<b>Responsible to:</b>	Director of Human Resources and Chair of Local Governing Body
<b>Current Postholder:</b>	
<b>Signed:</b>	Date:

**Post Title:** Clerk to Governors

**Post Grade:** Grade 6  
(This position is paid on an hourly basis. A maximum of 7 hours should be claimed per governor meeting)

**Location:** Primary Academies

### **The Strategic Vision**

To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background through the following strategic aims:

1. Deliver a high-quality education for all pupils
2. Recruit, develop and retain high-calibre members of staff
3. Establish and develop robust governance
4. Ensure financial probity and viability
5. Develop a highly-efficient trust infrastructure and central services
6. Establish effective systems to support the sustainable growth of the trust.

### **Values**



## **Role Purpose**

With the support of the Governance and Compliance Officer, the Clerk will provide an effective clerking service to the Local Governing Body(s) that includes (but is not limited to):-

- Providing advice on governance, constitutional and procedural matters
- Providing effective administrative support to the Local Governing Body and any sub-committee or panel.
- Ensuring the Local Governing Body is properly constituted
- Managing information effectively in accordance with legal requirements.

## **Main Duties and Responsibilities:**

### **1. Provide advice to the Local Governing Body**

- Advise the Local Governing Body on governance legislation and procedural matters where necessary before, during and after meetings and seeking advice and support from the Governance and Compliance Officer when required.
- Act as the first point of contact for governors with queries on procedural matters.
- To support the Governance and Compliance Officer by assisting with the communication of key pieces of information from the Trust. This includes attending a half-termly clerks briefing and cascading information received to governors. Information received could include, for example, changes in governor responsibilities as a result of changes in legislation.
- Ensure statutory policies are in place and are reviewed when necessary.
- Assist the Governance and Compliance Officer in producing an annual calendar of meetings.
- Assist the Chair of Governors in the induction process of new governors ensuring that all governors have all of the appropriate documents, including the agreed Code of Practice.
- Conduct an annual skills audit with the Local Governing Body, producing a matrix which identifies key training priorities, and forward to the Governance and Compliance Officer so that appropriate training can be sourced.

### **2. Effective administration of meetings**

- With the Chair of Governors and the Principal, prepare a focused agenda for the Local Governing Body meetings using the standard templates provided by the Trust.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the terms of reference.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not).
- Draft minutes of the governor meetings (including any sub-committee or panels), indicating who is responsible for any agreed action, and send draft minutes to the Chair, Principal and Governance and Compliance Officer.
- Circulate the reviewed draft to all governors (or members of the sub-committee) and the Trust Team within the timescale agreed.
- Follow up any agreed action points with those responsible and inform governors on progress made.

### **3. Membership**

- Advise governors and the Governance and Compliance Officer in advance of the expiry of a governors' term of office, so elections or appointment can be organised in a timely manner.
- Chair the section of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of pecuniary interests and forward to the Trust on an annual basis or as and when there are changes.
- Ensure all governors complete an enhanced DBS check with satisfactory result
- Maintain governor meeting attendance records
- Liaise with the Chair and the Governance and Compliance Officer regarding succession planning
- Assist with the election of parents and staff governors.

### **4. Manage Information**

- Maintain up to date records of the names, addresses, category of governors, terms of office in a format agreed by the Trust
- Maintain copies of current terms of reference, scheme of delegation, membership of any committees and name of nominated governors i.e. safeguarding etc.
- Maintain records of governor correspondence.
- Ensure copies of statutory policies and other academy documents approved by the Local Governing Body are kept in the academy and published as agreed, for example, on the website.
- Maintain an archive of governor minutes and documents
- To maintain a record of governor visits to the Academy and circulate any resulting reports to the Local Governing Body and the Governance and Compliance Officer.

### **5. Personal Development**

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting governance
- Participate in regular performance management.

### **6. Additional Services**

The Clerk may be asked to perform such other tasks as may be determined by the Governance and Compliance Officer or the Chair of the Local Governing Body from time to time.

### **Special Features**

- The post holder shall be required to work in any of the academies within The de Ferrers Trust group of academies as directed by the Chief Executive
- To be a professional role model, and understand and promote the aims and values of the Trust.

### **Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the Trust)**

The post holder is required to be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the Trust's objectives through:

## **Safeguarding**

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.

## **Financial Management**

- Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

## **People Management**

- To comply and engage with people management policies and processes;
- To contribute to the overall ethos/work/aims of the Trust;
- To establish constructive relationships and communicate with other agencies/professionals;
- To attend and participate in regular meetings;
- To participate in training and other learning activities and performance development as required;
- To recognise own strengths, areas of expertise and use these to advise and support others.

## **Equalities**

- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## **Health and Safety**

- To ensure a work environment that protects peoples' health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

## **Note 1**

The contents of this job description will be reviewed with the post holder on an annual basis in line with the Trust's Appraisal and Pay policies.

## **Note 2**

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.

## PERSON SPECIFICATION

This person specification lists the competencies expected of an experienced/fully-trained clerk.

Sections		E	D
<b>Skills, knowledge and aptitudes</b>	The Clerk should be able to provide evidence of the following:		
	• good listening, oral and literacy skills;	E	
	• writing agendas and accurate concise minutes;	E	
	• ICT including keyboarding skills;	E	
	• Organising their time and working to deadlines;	E	
	• Organising meetings;		D
	• Record keeping, information retrieval and dissemination of data/documentation to relevant partners	E	
	• Using the internet to access relevant information		D
	• Knowledge of governance procedures		D
	<b>Qualifications and training</b>	The Clerk should:	E
• Be able to demonstrate a willingness to attend appropriate training and development;			
	• Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent		D
<b>Experience</b>	Clerks should be able to produce evidence of:		
	• Relevant personal and professional development;		D
	• Working in an environment where experiences included taking own initiative and self motivation;		D
	• Working as a member of a team.		D
<b>Personal attributes</b>	The Clerk should:	E	
	• Be a person of integrity;	E	
	• Be able to maintain confidentiality;	E	
	• Be able to remain impartial;	E	
	• Have a flexible approach to working hours;	E	
	• Be sympathetic to the needs of others;	E	
	• Have a positive attitude to personal development and training	E	
	• Have good interpersonal skills.	E	
<b>Special requirements</b>	The clerk should:		
	• Be able to work at times convenient to the governing body, including evening meetings;	E	
	• Be able to travel to meetings;	E	
	• Be available to be contacted at mutually agreed times.	E	