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SIR THOMAS RICH'S SCHOOL

GLOUCESTER

JOB DESCRIPTION

JOB TITLE: Clerk to Governors and Company Secretary

Salary: Local Government Grade G (SCP Points 19 to 27)
Responsible to: Headmaster/Chair of Governors
Hours per week: 3 hours per week, term time only + INSET (39 weeks)

1.0 Purpose and Scope

To act as Clerk to Governors/Company Secretary and provide a full administrative service to the Sir Thomas Rich's Academy Trust, and Board of Governors which enables its proceedings to be conducted effectively and in accordance with the provisions of the Memorandum and Articles of Association of Sir Thomas Rich's Academy Trust, the rules and regulations made under the Articles, the relevant Education Acts, the Funding Agreement with the Department for Education, Charities Commission and the EFA or other appropriate body. The post holder will secure the continuity of Governing Body business and observe confidentiality requirements.

2.0 Main Duties and responsibilities

Clerk to the Governors:

- Advise the Board of Governors and its committees on the proper exercise of their powers and on the application of the relevant Education Acts and other laws affecting its work
- In consultation with the Chair, Vice Chair, Members of the Trust and Principal, plan the forward programme of meetings of the Board of Governors and its committees, identifying the main items to be taken at those meetings and liaising with those members of staff or governors preparing papers for forthcoming meetings
- Facilitate communication on Academy Trust/Board of Governors matters between the Chair, Principal and senior staff in the School
- Summon meetings and preparation and despatch of agenda and papers for the Academy Trust, Board of Governors and committee meetings
- Either in person, or by delegation to a named individual, attend all meetings of the Academy Trust, Board of Governors and its committees (as directed), giving advice on procedure at such meetings and preparing draft minutes of the proceedings to include recording challenge to the Principal and Senior Leadership Team, recording all decisions accurately and objectively and including timescales for actions.
- Act as correspondent for the governors.
- Give administrative support to the Academy Trust, Chair of Governors, to Chairs of Committees and to individual governors as required
- Ensure compliance with the law as regards public access to governors' papers

- Make arrangements for safe custody of the official record of the Board of Governors' business and maintaining a record of outstanding business
- Draw up for approval, and keeping under review, standing orders for the conduct of business of the Board of Governors and its committees.
- Maintain a record of the membership of the Board of Governors, including their terms of office, notifying it of any vacancies, making arrangements for staff and parent elections, and advising the Board of Governors on strategies for recruiting governors
- Maintain an attendance record of governors, notifying any governors whose membership lapses as a result of non-attendance or who become disqualified for some other reason.
- Maintain a code of conduct for the Board of Governors and a register of the financial and personal interests of governors (reviewed annually); and advising governors on declarations of interest.
- Ensure that Disclosure and Barring Service clearance and Section 128 checks have been successfully carried out on Governors as necessary.
- Administer any scheme for the reimbursement of governors' expenses.
- Facilitate induction and training programmes for governors.
- Ensure that new Governors have all relevant information (Induction Pack) in order to fulfil their role effectively.
- Take appropriate action if and when the Members of the Academy Trust, Board of Governors, its Chair or one of its committees appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful.
- Chair that part of the meeting at which the Chair is elected.

Company Secretary:

- Be responsible for ensuring that the Academy complies with standard financial and legal practice and maintains standards of corporate governance
- Have a thorough understanding of the laws that affect school academies
- Advise members of the legal and governance implications of proposed policies
- Monitor changes in relevant legislation and the regulatory environment, and take appropriate action
- Develop and oversee the systems that ensure the Academy complies with all applicable codes, as well as its legal and statutory requirements
- Maintain statutory books and registers of members
- File annual returns and accounts to Companies House within given deadlines
- Act as a point of communication between the Academy governors, staff and other stakeholders
- Ensure that the Academy's responsibilities to the Secretary of State as set out in the Company's Articles and the Funding and Supplementary Agreements, are met
- Ensure that the Academy's responsibilities to the Charities Commission are met.

3.0 Qualifications/Experience

- High standard of personal skills with a detailed working knowledge of Microsoft Office including word, excel, outlook and publisher
- Clerk to Governors experience
- Confidentiality at all times
- Professional and pleasant manner
- A good knowledge of office procedure and practices
- Good organisational skills
- Excellent communication skills, both written and oral
- Ability to prioritise heavy workloads
- Accurate typing skills

4.0 Supervisory Responsibility

- None.

5.0 Supervision Received

- Responsible to the Headmaster and Chair of Governors.

6.0 Principal Contacts

- Governors
- Auditors
- Other schools administrators
- Companies House
- GCC, EPM and RSC Office staff
- Parents, visitors, staff and pupils

7.0 Special Conditions

- The post-holder will be required to work outside normal working hours to attend after-school Full Governing Body and Committee Meetings.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

April 2018