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| JOB TITLE: | Clerk to Governors |

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| JOB GRADE | Salary £17,391 pro-rata 370 annualised hours (circa 10 per week) worked mainly in term time |

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| JOB PURPOSE |
| * Accountable to the Governance Manager, working effectively with the Chair of Governors, the Principal and members of the academy senior leadership team (SLT) and with other governors. * Responsible for advising the Local Academy Governing Body on constitutional matters, duties and powers working within the broad current legislative framework. * Contribute to the strategic development of the Local Academy Governing Body. * Support the self-evaluation process of governance. * Secure the continuity of Local Academy Governing Body business and observe confidentiality requirements. * Advise the Local Academy Governing Body on governance legislation and procedural matters. * Clerk statutory and non-statutory Local Academy Governing Body committees such as permanent exclusions. * Provide advice on the role, function and constitution of the Local Academy Governing Body in line with the terms of reference of the Central RSA Academies Trust * Access appropriate legal advice, support and guidance. * Keep up to date details for the Head of Corporate Services to log onto the Company House website. * Keep up to date company records retained within the Academy. * Contribute to the production of any report to the Trust Board as required. |
| ADVICE AND INFORMATION |
| Under the direction of the Head of Corporate Services:   * Ensure that new governors have a copy of the Governor Handbook and Support the induction of new governors * Prepare briefing papers for the Local Academy Governing Body, as necessary. * Help to produce a Local Academy Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Local Academy Governing Body. * Ensure that statutory policies are in place, and that a file is kept of policies and other academy documents approved by the Local Academy Governing Body. * To act as correspondent on behalf of the Local Academy Governing Body and maintain records of Local Academy Governing Body correspondence. * Maintain a file of relevant DfE, Central RSA Academies Trust and Local Authority (LA) documents. * Maintain archive materials. |
| MEETINGS |
| * Work effectively with the Chair, the Principal and members of the SLT before Local Academy Governing Body meetings to prepare a purposeful agenda which takes account of statutory responsibilities and is focused on school improvement. * Support the Principal and others to produce agenda papers on time. * Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days (5 working days) before the meeting. * Record the attendance of governors at the meeting and take appropriate action in relation to absences. * Take notes of the Local Academy Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action. * Record all decisions accurately and objectively with timescales for actions. * Send drafts within 5 working days to the Chair of Governors and the Principal, for amendment /approval and, once agreed, circulate to the wider LAGB within 10 working days. * Advise absent governors of the date of the next meeting. * Keep a file of signed minutes as an archive record. * Maintain a record of minutes for public viewing. |
| * Ensure the school section of the Governor Portal is populated with up-to-date files. * Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Local Academy Governing Body. * Chair that part of the meeting at which the Chair of Governors is elected. |
| MEMBERSHIP |
| * Maintain a database of names, addresses and committee membership of Local Academy Governing Body members, and their terms of office. * Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office. * Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner. * Support the Head of Corporate Services in the recruitment and elections of parent and staff governors. * Give advice and support to governors taking on new roles. * Under the direction of the Head of Corporate Services participate in and contribute to the training of governors. * Maintain a record of training undertaken by members of the Local Academy Governing Body. * Inform the Local Academy Governing Body of any changes to its membership. * Maintain governor meeting attendance records and advise the Chair of and relevant governor of potential disqualification through lack of attendance. * Maintain a register of Local Academy Governing Body declaration of interests and review annually. * Check with the Head of Corporate Services that Disclosure and Barring Services checks have been successfully carried out on all new governor appointees. |
| PROFESSIONAL DEVELOPMENT |
| * Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent and carry out any training as required and directed by the Head of Corporate Services. * Participate in professional development opportunities. * Keep up-to-date with current educational developments and legislation affecting academy governance. |
| SKILLS & ATTRIBUTES (ESSENTIAL) |
| * Excellent listening, oral and written communication skills * Effective report preparation and recording skills * Ability and enthusiasm to work jointly with team colleagues across a range of disciplines * Ability to work on own initiative and under direction * Ability to manage their work to successful conclusion by agreed deadlines * Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel * Ability to pay attention to detail and able to check own work * Ability to cope with peaks in workload and is reliable and punctual * Ability to develop and maintain contacts with outside agencies e.g. departments of the LA and the DfE. |
| QUALIFICATIONS & TRAINING (ESSENTIAL) |
| * Knowledge of Local Academy Governing Body procedures * Knowledge of educational legislation, guidance and legal requirements * Knowledge of the respective roles and responsibilities of the Local Academy Governing Body, the Principal, the LA, and the DfE. |
| QUALIFICATIONS & TRAINING (DESIRABLE) |
| * Knowledge of Company Law * Knowledge of MAT structures |

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| EXPERIENCE (ESSENTIAL) |
| * Experience of working in a regulated environment requiring strict adherence to organisational requirements * Experience of writing agendas and accurate, concise, high-quality minutes * Experience of working in an environment which included taking initiative and self-motivation. |
| EXPERIENCE (DESIRABLE) |
| * Experience of dealing with difficult and sensitive situations in a professional and diplomatic manner * Experience of working within an education setting * Experience working as a clerk to governors |
| ADDITIONAL FACTORS (ESSENTIAL) |
| * A pro-active and self-motivated approach * Customer focused, can-do attitude * A professional and friendly disposition * Ability to maintain confidentiality * Ability to remain impartial * An openness to learning and change * Ability to work at times convenient to the Local Academy Governing Body * Ability to travel to meetings. |
| LINE MANAGEMENT STRUCTURE & RESPONSIBILITES |
| Below is the structure under which the post of Clerk to Governors sits. Your direct line manager is the Governance Manager. |
| I sign to agree I have read the above and understand the remit of the post:  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |