

# Clerk to Board of Directors

## Job Description

<b>Post Title</b>	<b>Clerk to Board of Directors</b>
<b>Location</b>	<b>To be agreed prior to appointment. (Home or Office based)</b>
<b>Salary and Grade</b>	<b>£16,781 to £17,772 (NJC Point 14 to 17)</b>
<b>Line Manager(s)</b>	<b>Office Manager</b>
<b>Contract Type</b>	<b>Permanent – Term Time Only (39 weeks)</b>

### Purpose of Role

To provide effective administrative support to the Plymouth CAST Board of Directors, and its committees, to facilitate operational and efficient meetings and strategic governance.

To make a key contribution to ensuring a strong evidence base is provided for Ofsted/Audit by thorough and accurate records of minutes, actions and decisions; managing information effectively in accordance with legal requirements.

To provide advice to Plymouth CAST's Board of Directors on governance, constitutional and procedural matters, ensuring the board meets its statutory requirements. New regulations require governing bodies to have regard to advice from the clerk.

### Main Objectives of the post:

Plymouth CAST Board of Directors supported to meet statutory requirements with accurate guidance concerning governance, constitutional and procedural matters.

Accurate and effective management of data/information, including minutes, actions and decisions, that meets Ofsted/Quality Audit standards in accordance with legal requirements.

### Key Responsibilities:

This is a diverse role that includes the following:

- I. Provision of advice to the governing body:
  - On governance legislation and procedural matters where necessary before, during and after meetings.
  - On the annual calendar of governing body meetings and tasks
  - On the availability of appropriate legal advice, support and guidance. Where necessary the post-holder will seek advice and guidance from third parties on behalf of the Board of Directors.
  - Via informing the Board of any change to its responsibilities as a result of change to relevant legislation.

## Job Description continued



### **Effective administration of meetings:**

- Preparation of focused agendas for Plymouth CAST Board of Directors' meetings, and any subsidiary committee meetings
- Liaison with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate by recording attendance/apologies and taking appropriate action in relation to absence.
- Provision and distribution of accurate minutes and actions, indicating who is responsible for agreed action with timescales.
- Following-up of agreed action points with those responsible and inform the chair of progress

### **Managing Board membership:**

- Identification of the expiry of a Chair/Board Member's term of office, so elections or appointments can be organised in a timely manner.
- Chairing any election processes conducted during Board meetings, giving procedural advice concerning conduct.
- Maintenance of a register of Board Members' pecuniary interests and regular review of members' business interests.
- Insurance of up to date Disclosure and Barring (DBS) reviews have been carried out on all Board members.
- Recording relevant CPD undertaken by Board members
- Generating meeting attendance records and advise the chair of potential disqualification through lack of attendance

### **Participation in relevant professional development**

- Acting at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Multi Academy Trust's Articles of Association, the Funding Agreement and CAST policies and procedures.
- Working within the requirements of the Diocese Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertaking other duties appropriate to the grade of the post.

### **Expected outcomes**

- Up to date and accessible calendar detailing Board meetings, actions targeted and delivered, as well as attendance and apologies.
- Up to date and accurate information, appropriately stored and legally compliant, recording all minutes, actions and decisions made by Plymouth CAST Board of Directors.
- Up to date and accurate information, appropriately stored and legally compliant, with regard to Board members' pecuniary and business interests, terms of Office and DBS Certification.
- Accurate and efficient distribution of information and decisions made at meetings of the Board of Directors.