

BATLEY GIRLS’ HIGH SCHOOL

# JOB DESCRIPTION

**POST HOLDER** VACANT

**TITLE OF POST** Clerk to the Governing Body and Board of Trustees

## 

**SALARY** Grade 10

**LINE MANAGER** CEO of MAT

**Purpose of the post**

* Secure continuity of the governance business; be proactive in driving the work of the local governing body and board of trustees, to enhance and improve the standard, accountability and professionalism of governance across the Trust
* Provide a full administrative service to the local governing body and board of trustees to enable proceedings to be conducted effectively and in accordance with the provisions in the Memorandum and Articles of Association of the Trust, the relevant Education Acts. The Funding Agreement with the Department for Education and Charity Commission requirements
* The Clerk will be accountable to the CEO of the MAT and the Chair of the board of Trustees, the Head of Academies and other Governors

**Key duties and responsibilities**

1. **Meetings**

* Work effectively with the Chair and Chief Executive before the Board and LBG meetings to prepare an agenda, taking account of LA and DfE issues and focusing on school improvement
* Encourage governors, trustees, management and others to produce agenda papers on time
* Produce, collate and distribute the agenda and papers to ensure Trustees and Governors receive them 7 days before the meeting
* Record attendance of governors / trustees at meetings and any apologies and declarations of interest
* Advise the governing body and board of trustees on governance legislation and procedural matters
* Prepare minutes of meetings, indicating who is responsible for any agreed action
* Record decisions accurately and objectively with timescales for action
* Submit drafts to the appropriate persons (usually the Chair and Chief Executive, or their nominated deputies) for any amendments before circulation for approval at the next meeting
* Keep a record of minutes produced
* Liaise with the Chair prior to the next meeting to receive an update on progress of agreed actions
* Chair the part of the meeting at which the Chair is elected

1. **Membership**

* Maintain a database of names, addresses and category of the members of the Board of Trustees and LGB
* Initiate a welcome pack/letter being sent to newly appointed Trustees and Governors including details of terms of office
* Maintain copies of current terms of reference and membership of committee and working parties and nominated Trustees and Governors
* Advise Trustees and Governors of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner
* Inform the Board of Trustees, LGB and DfE (if appropriate) of any changes to its membership
* Maintain meeting attendance records
* Advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within school
* Provide HR with up to date information on new appointments of Trustees and Govenors to ensure that Disclosure and Barring Service disclosures have been successfully carried

1. **Provide advice and information**

* Maintain and update the Governance Handbook with key information on codes of practice, structure, membership, meeting dates etc
* Advise the Governing body on procedural issues, having reference to the Memorandum an Articles of Association
* Have access to appropriate legal advice, support and guidance working together with the company secretary of the MAT
* Ensure that new Trustees and Govenors have a copy of the Governors’ Guide to the Law and other relevant information
* Take action on the Trust’s and LGB’S agreed policy to support new Trustees and Govenors
* Maintain records of correspondence

1. **Professional Development**

* Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent
* Be aware of the DfE clerking competency Framework
* Attend briefings and participate in professional development opportunities
* Keep up to date with current educational developments and legislation affecting school governance
* To undertake duties commensurate with the role and skills

1. **Additional Information**

* Undertake any such duties commensurate with the post as directed by the Chief Executive
* The postholder is required to:
* uphold and promote the school’s policy on Data Protection, being mindful of their responsibilities under the act in processing personal data and of the implications of unauthorised disclosure
* uphold and promote and actively support the school’s responsibilities towards safeguarding
* have a duty of care to themselves and others regarding Health and Safety issues and ensuring that the school’s Health & Safety Policies and Procedures are upheld and promoted
* This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity