

Welcome to Sunbury Manor School

Clerk to Governing Board Applicant Information Pack



Commitment | Community | Responsibility | Kindness | Respect



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Message from the Headteacher

Dear potential applicant,

Thank you for your interest in our school and I hope that you find all of the information that you need to continue with your application to join us. We are proud to be a true community comprehensive school. We are driven by the principle that every young person deserves a high-quality education and the opportunity to develop their individuality, opinions and identity in a safe and supportive environment.

We live by our school values of commitment, community, responsibility, kindness and respect, and these values are present in all we do each day. Staff are dedicated to ensuring that students receive excellent pastoral care and personal development through our life skills, citizenship and character education programmes.

Our broad and balanced curriculum ensures that students are equipped for the next stage of their education, while providing the opportunity to develop passion and interest in a wide variety of subjects, both inside and outside of the classroom.

We are ambitious for all our students and I am dedicated to ensuring that we enable every child to achieve their very best. While we face a number of challenges to this mission, I will endeavour to lead the staff and students of Sunbury Manor on this journey to academic success.

I am delighted that you are interested in applying for the post of Clerk to Governing Board. You would be joining the team at an exciting stage of its development as we continue to adapt our curriculum and practice in order to give our students the best learning experience.

I hope the information enclosed will encourage you to apply for the post. If you would like any further information, would like to talk about the post in more depth or wish to visit the school before applying, please contact Amanda Cole who will be happy to arrange this. acole@sunburymanor.surrey.sch.uk

Kind regards,



David Lee
Headteacher

Message from the Chair of Trustees

Thank you for your interest in this vacancy. I hope that the following information about the school will help you understand the school, its governance and how if successful you would be fulfilling a vital role in supporting the development of Sunbury Manor as we continue to provide an excellent education for our students.

SUNBURY MANOR SCHOOL

The school vision is to aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all our students through ambition, aspiration, and dedication.

The school's values are: Commitment, Community, Responsibility, Kindness, and Respect

THE TRUSTEES

Sunbury Manor School is a Single Academy Trust and has sixteen Trustees or School Governors as they used to be called. Nine are from the community, three are parents, three are staff and the Headteacher.

The Governing Body of Trustees has a strategic role. (The operational running of the school is the responsibility of the Headteacher).

The key responsibilities of the Trustees are:

- Ensuring clarity of vision, ethos, and strategic direction.
- Holding the Headteacher and the Leadership team to account for the educational performance of the school and its pupils and the performance management of the staff
- Overseeing the financial performance of the school and ensuring the money is well spent
- Ensuring the voices of stakeholders are heard

TRUSTEE MEETINGS

The Full Board of all Trustees meets four times a year. Its considerations include:

- A report from the Headteacher on progress and current major issues
- Long term planning, including the School Development Plan
- The work of the committees
- Appointment training and succession of Trustees
- There are three main Committees (with 3 meetings per year for each committee) with the following key responsibilities:
 - Resources
 - Finance, Audit, Premises, Health and safety and Human Resources
 - Self-Evaluation and Improvement
 - Teaching and learning outcomes of the school
 - Student welfare, Safeguarding and Community
 - Student welfare, safeguarding, special educational needs, attendance, and behaviour

In addition, Ad Hoc meetings are arranged by the Clerk to consider any permanent exclusions and if there were any serious complaints.

Message from the Chair of Trustees

CLERK OF GOVERNORS

The responsibilities of the role are set in detail in this information pack.

If appointed you would attend and administer all our meetings and be responsible for ensuring that we operate within our constitution and government guidance.

Training will be provided to ensure that you understand the way School Trusts operate and how your role supports the school.

I look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'E Redfern', with a stylized flourish at the end.

Emma Redfern
Chair of Trustee

Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





About Sunbury Manor

COMMITMENT

COMMUNITY

RESPONSIBILITY

KINDNESS

RESPECT

We aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all of our students through ambition, aspiration and dedication.

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1100 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.



Clerk to Governing Board

Salary: £31,797 - £38,068 (FTE) | Part Time & Term-time | Permanent |

Start date: September, 2024

We are seeking to recruit a clerk for the board of trustees who can support us in achieving excellence in Governance. The purpose of the role is to work alongside the board with guidance and administrative support for the successful strategic governance and planning for the school.

The role will involve clerking at Governing body meetings which are held on Tuesdays from 4.30pm. Outside of your attendance at the calendared meetings you will predominantly be home based, working a minimum of 16 hours per week during term time. The hours can be worked semi-flexibly over 3-days but must include Tuesday and Wednesday.

Ideally you will have clerking or school Governor experience although if you have strong relative administrative experience and transferable skills you will be supported with training and guidance. You will be joining a school with fantastic team spirit and genuine collegiality across the team. Staff are engaged with professional development and are supported in exploring new ideas.

Sunbury Manor School is a mixed, 11-16 Single Academy Trust. We are proudly comprehensive and serve a wide community on the edge of Surrey and Southwest London, that is vibrant and ambitious. Sunbury Manor has a very clear ethos and you will see it when you visit our school; strong, positive relationships that create an environment where teachers can teach exceptional lessons and students can make exceptional progress.

We offer an excellent Professional Development programme at all stages of your career, we also offer Westfield 24/7 Employee Assistance Programme, Westfield Health Cash Plan, Westfield Rewards (discounts from hundreds of leading retailers, restaurants and destinations), free gym membership at the neighbouring leisure centre and staff laptop.

To apply please use the apply now button and complete the online application form.

Please refer to the online advertisement for confirmation of the job closing and planned interview dates. This vacancy is open to new applications only.

We strongly encourage early applications. Applications will be considered as they are received and we reserve the right to appoint before the closing date.

All applicants must have the right to live and work in the UK.

Job Description

Clerk to Governing Board

Core purpose:

To provide advice and guidance to the trust board on governance, constitutional and procedural matters. Contribute towards the efficient and effective functioning of the trust board, committees and ad hoc meetings by providing:

- administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the board

Key Accountabilities:

1. Organising meetings, hearings and appeals

The clerk prepares for and administers meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

- working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time
- convening meetings and distributing papers as required by legislation and agreed timescales
- ensuring meetings are quorate, inclusive, and well structured
- overseeing annual election of Chair and Vice Chair
- recording attendance/apologies and taking appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the governing board
- circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the board
- following up on action points with those responsible and informing the chair of progress
- preparing the schedule of meetings for the academic year

2. Providing advice and guidance

- advising on legal duties and governing practice considering the Articles of Association
- advising on constitutional requirements
- advising on board procedures
- advising on statutory guidance and policies
- advising on annual tasks and decisions
- advising on governor/trustee CPD
- accessing external advice as appropriate
- supporting issue resolution

3. Administration and record keeping

The clerk supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- maintaining membership records and Companies House including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
- advising governors/trustees and appointing bodies in advance of the expiry of a governor/trustee's term of office and the impact of this on the board's capacity, diversity and skills mix

- establishing, in discussion with the board, open and transparent vacancy filling processes and where required undertaking efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor/trustee elections
- advising the board on succession planning for all board roles
- maintaining governing documents such as terms of reference and signed minutes
- collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests
- maintaining a record of board CPD
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any all members of the board where it is appropriate to do so
- maintaining records of board correspondence
- maintaining and updating governance communication portal on SharePoint
- communicating the work of the Trustees to the school community
- drafting correspondence on behalf of the board

4. Maintaining relationships and communication

Good relationships between the clerk and members of the board are essential for open communication. Clerks also have a role to play in supporting and advising the governing or trust board on their self-review and development.

The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, the board and school leaders
- communicating on board matters outside of meetings
- where appropriate, liaising on behalf of the board (such as for external reviews of governance)
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair

5. Ensuring compliance

- ensuring meetings are quorate
- overseeing the review of required statutory policies
- publication of governance information on the school websites
- advising on data protection requirements
- overseeing board recruitment processes
- co-ordinating safeguarding checks on board members
- monitoring eligibility of board members to serve, including on committees
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance

Person Specification

Clerk to Governing Board

Knowledge (Desirable)

- the school system: structures, accountability and funding
- Governance legislation, procedures and regulations relevant to the organisation
- The core functions of a school governing/trust board as they apply to the organisation
- Elements of effective governance and board practice as they apply to the organisation

Skills (Essential)

- literacy, numeracy and IT
- written and verbal communication
- minute taking
- planning and organisational
- people and relationship building
- advisory skills (recommending a course of action)
- risk aware/able to articulate risk in the context
- problem solving
- time management to meet deadlines and competing demands

Attributes (Essential)

- personal integrity and commitment to the principles of public life
- respect for confidentiality
- confidence and resilience (to challenge when necessary)
- commitment to professional development to maintain knowledge and improve practice