

Clerk to Governors

Part-time



Scope:

The Clerk to the Corporation is an officer of the Corporation who has a central role to perform when promoting the effective governance of the Corporation.

The Clerk is responsible to the Corporation for ensuring that their proceedings are conducted in accordance with the provisions of the statutory Instrument and Articles of Government, and rules and regulations made under the Articles, the Education Acts (as modified or replaced from time to time) and the general law.

The Clerk is accountable to the Corporation, through the Chair, on all matters relating to his or her duties as an officer of the Corporation and supports the Corporation and its members in evaluating their effectiveness and gives advice to the Corporation on development within the sector.

The Clerk will provide a pivotal role in supporting the Corporation and Executive in achieving the College's ambition of becoming outstanding in "all that we do".

The main duties and responsibilities of the Clerk to the Corporation are detailed under the following five main headings:

1. The Conduct of Corporation Meetings
2. Appointments
3. Registers
4. Corporation Seal
5. Guidance and Support
6. Governor Training
7. Corporation Effectiveness

1. The Conduct of Corporation Meetings

To organise the proper conduct of meetings of the Corporation and their committees, and ensure that correct procedures are followed, including:-

- 1.1** Formulating, with the Chair, and the Chief Executive as applicable, the agendas and organising the supporting reports and briefing papers.
- 1.2** Timetabling all meetings of the Corporation and committees, calling meetings on proper written notice and distributing agendas and supporting papers.
- 1.3** Attending and taking minutes at meetings of the Corporation and its committees and ensuring with the Chair that arrangements are made for continuity in the absence of the appointed Clerk.
- 1.4** Checking the quorum of the meetings.
- 1.5** Ensuring the timely publication of agendas, draft minutes (when approved by the Chair), signed minutes and supporting papers. Maintaining the file of signed minutes and issuing certified copies of minutes.
- 1.6** Formulating, with the Chair (and the Chief Executive) as appropriate, follow- up instructions that arise from the minutes, and reporting on what action has been taken in response to such instructions.
- 1.7** Maintaining a separate file (if any) relating to any confidential matters.
- 1.8** Preparing, for approval by the Corporation, committee terms of reference and rules relating to composition, quorum, chairing and frequency of committee meetings as laid down in the Instrument and Articles of Government.
- 1.9** Investigating complaints under the Public Interest Disclosure policy.

2. Appointments

To ensure that all appointments to the Corporation and committees have been validly made, including:

- Checking the eligibility of current and prospective members.
- Ensuring that all appointments to the Corporation and committees have been properly made in accordance with the provisions of the statutory Instrument of Government and minutes are taken appropriately.
- Preparing and issuing Letters of Appointment for newly-appointed Members.
- Giving advance notification to the Corporation of expected vacancies.
- Notifying the Corporation of all actual vacancies.
- Issuing and receiving on behalf of the Corporation notices relating to members.

3. Registers

To be responsible for administering those procedures which have been approved by the Corporation for making certain information available to the public in accordance with the principle of transparent and open accountability, including:-

- 3.1** Maintaining:
 - 3.1.1 a Register of Members;
 - 3.1.2 a Register of Members' Interests;
 - 3.1.3 a Register of rules of procedures made or authorised by the Corporation.
- 3.2** Ensuring that the Registers and copies of the statutory Instrument and Articles of Government are made available for public inspection.

4. Corporation Seal

To be responsible for the proper use of the Corporation Seal, including:

- Keeping the Corporation Seal in safe custody.
- Ensuring that all deeds and documents to which the Corporation Seal has been affixed have been properly authenticated.

5. Guidance and Support

To be responsible for providing guidance and support to the Corporation and their committees on corporate governance issues, ensuring the Board and its Members) is mindful of its duties and responsibilities; that it acts in accordance with the Instrument and Articles of

Governance, the Charities Act, Company Law, the Education Acts and such other directions and advice issued to it by relevant government departments and funding bodies; and that it does so in a timely way. To ensure that the Board understands (and respects) the difference between its duties and responsibilities and those of the Principal and executive; and to advise both parties on their respective obligations as and when necessary including:

- 5.1** Giving independent guidance on statutory and constitutional matters to the Corporation, where necessary before and after meetings
- 5.2** Making available professional advice to the Corporation and to individual Corporation Members.
- 5.3** Briefing the Corporation on current issues in the sector.
- 5.4** Briefing the Corporation on prospective developments in governance (both in Further Education and more generally).
- 5.5** To support the Corporation in conducting its affairs openly and transparently, and in line with accepted standards in public life
- 5.6** Forming and maintaining links between member of the Corporation and the different areas of provision in the College
- 5.7** To provide professional support, advice and guidance to the Executive team

6. Governor Training

To be responsible for making training opportunities available to Corporation Members, including:

- 6.1** Arranging and providing Governor Induction.
- 6.2** To undertake, from time to time, an audit of Governor Skills.
- 6.3** Bringing training events to the notice of Governors.
- 6.4** Keeping a record of Governor training.
- 6.5** Making Governors aware of any requirements on Corporation Members to undertake training.
- 6.6** Leading Governor Development activities.
- 6.7** To help Board members identify training needs and to facilitate the provision of that training

7. Corporation Effectiveness

To be responsible for supporting the Corporation in evaluating their own effectiveness, including:

- 7.1** Arranging the process of annual self-assessment.
- 7.2** Supporting the Corporation during external inspection.
- 7.3** Arranging for independent evaluation of the work of the Corporation where appropriate.

8. Health and Safety responsibilities:

- To observe and keep aware of Health and Safety documentation and procedures in line with College policy.

9. Safeguarding & Prevent Responsibilities:

- Demonstrate a commitment to promoting and safeguarding the welfare of children, young persons and vulnerable adults in line with College Policy

10. Other responsibilities:

- To attend and contribute to team meetings and any other meetings at the request of the Principal.
- To attend relevant external meetings/committees, such as the Association of Colleges' Northwest Clerks' Network and other working parties, as appropriate
- Work to a range of performance indicators relevant to the Clerking Service, in order to ensure continuous quality improvement.
- To undertake other additional duties, consistent with the role as may be deemed appropriate by the Principal

The Clerk may be required to carry out other duties in keeping with the nature of the post as directed by the Corporation.

*** Committees meet on the same day**