COMPANY SECRETARY/CLERK TO GOVERNORS

**Reports to:** The Academy Trust Governing Body

**Responsible for:** Providing support and advice to the Governing Body in all aspects of its work

**Main Purpose:** To ensure that necessary governance procedures are in place and that the work of the Governing Body is compliant with and adheres to all governance requirements, for example Trust Articles of Association, Governance Handbook and Financial Handbook

**Main Activities:**

* For the Company Secretary aspects of the role, to maintain Governing Body records at Companies House (noting that the financial responsibilities of this role are carried out by the Trust’s Chief Financial Officer) and ensure that they are up to date
* To provide a professional clerking service to the Academy Trust, Governing Body and Committees (currently, Pupils and Personnel, Finance and Audit, Admissions, Pupil Discipline, Hearings and Complaints and any other ad hoc working parties that may be necessary)
* To ensure that the agenda and reports for all Governing Body and Committee meetings are published 7 days prior to the meeting
* To liaise with the Head Teacher and Chair of the Governing Body and Chairs of Committees on agenda content
* To draft any reports for meetings within the remit of the role
* To produce draft minutes of all meetings within 5 working days of the meeting in question
* To provide governance and procedural advice at meetings as necessary
* To maintain all Governor membership records and ensure that they are up to date
* To maintain Governor attendance records
* To manage all Governor appointments, including administering elections for those categories of Governor where this is necessary – Parents and Staff
* To ensure that Governor information on the school’s website remains up to date
* To contribute to the production of the Trust Annual Report
* Participate in training and development activities and programmes, and attend and participate in meetings as required
* Be aware of the Data Protection Act and other relevant legislation to ensure that confidentiality of records and information is maintained and data is processed correctly
* Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

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|  | **Essential** | **Desirable** |
| **Experience** | * A number of years providing the professional school Clerking role and/or similar experience in public sector governance | * For this school Clerking experience to have been in the Academy Trust setting |
| **Skills** | * A high standard of written and oral communication * Ability to accurately minute complex discussions in an effective and concise manner * Ability to provide oral advice at meetings, with the confidence to speak when it is procedurally appropriate to do so * Ability to build good working relationships with all Governors, the Head Teacher, members of the Academy senior leadership team and other key members of staff * Ability to undertake independent research on governance related issues |  |
| **Knowledge** | * Of legislation, Codes, Handbooks and other guidance in relation to school/public sector governance and the ability to interpret such documents | * School admissions arrangements * Academy Trust financial reporting arrangements * The Governing Body’s role in relation to permanent exclusions |
| **Personal competencies and qualities** | * Flexible working, as both home and school based work is required * The ability to work in an independent capacity within the team framework of the whole school * Tact and diplomacy * Good time and record keeping * Competent user of word and email * Maintain confidentiality |  |