



### Job Description

Job Title: **Clerk to the Governors**

Role reports to: **Chair of Governors**

#### Hazelwood Academy

##### Purpose of the Role:

- Provide advice to the governing body/Management Board on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions
- Provide effective administrative support to the governing body and its committees.
- Manage information effectively in accordance with legal requirements

##### Responsibilities:

#### **1. Provide advice to the governing body**

- advise the governing body/management board on governance and procedural matters where necessary before, during and after meetings which may require interpretation of relevant governance and education legislation and corporate procedures and guidance to facilitate problem solving;
- take up any issues that cannot be resolved immediately with your Governance Support Officer or other outside agencies, as appropriate
- act as the first point of contact for governors with queries on procedural matters;
- inform the governing body of any changes to its responsibilities as a result of a changes in relevant legislation or delegated powers from the Board;
- prepare briefing papers for the local governing body, as appropriate
- offer advice on the structure of sub-committees, effective governance and best practice
- ensure that statutory policies are in place, and a review schedule is in place to revise all policies as and when necessary
- advise on the cycle of annual tasks and an annual calendar of governing body meetings
- advise on and contribute to the induction of governors and those taking on new roles, in particular chair or chair of a sub-committee

#### **2. Effective administration of meetings**

- agree with the governing body/management board a schedule of governing body and sub-committee meetings for the school year, ideally in the summer term. The meeting schedule should be circulated to all governors/board members and uploaded on to the comms portal to inform the Board of planned meetings
- provide the Chair and Head Teacher/Principal with a draft agenda at least 10 working days before the date of the meeting, advising on relevant items to be covered
- liaise with those preparing papers and advise of the date which meeting papers are to be circulated and giving a deadline for submission of papers

- work effectively with the Chair and Head Teacher/ Principal before the governing body/management board meeting to prepare a purposeful agenda which takes account of local and national issues, any advice or directives from the Board and, is focused on school improvement
- prepare and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting
- attend each full governing body meeting, and sub-committee meetings if applicable, to ensure meetings are quorate and take notes of the proceedings to subsequently prepare accurate and objective minutes, which indicate who is responsible for any agreed action
- send draft minutes to the Chair and Head Teacher/ Principal within seven working days of the meeting, for review by the Chair;
- circulate the reviewed minutes to all governors within the timescale agreed with the governing body/management board and in all cases within 7 days of receiving reviewed minutes from the chair
- record on the comms portal the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising the governing body of non-attendance of governors and/or potential disqualification through lack of attendance and advising absent governors of the date of the next meeting;
- follow-up any agreed action points with those responsible and inform the Chair of progress. The actions log on the comms portal should be used to record progress and be made available at each meeting
- ensure governing body meeting papers are made available for public inspection in the academy (or via the academy website), except where they have been deemed by the governing body to be confidential
- respect the confidentiality of governing body proceedings in all matters and comply with current data protection legislation

### 3. Membership

- advise the local governing body of the expiry of a governor's term of office in the preceding term, so elections or appointments can be organised in a timely manner
- organise elections for parent which may include provision of paperwork to the school depending on the local governing body's requirements. At the very least templates should be provided for the academy
- conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies;
- co-ordinate procedures for the election of chair and vice-chair and chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- initiate an appointment letter with the Governance Support Officer and welcome pack being sent to newly appointed governors, including details of terms of office, and ensure that appropriate access to the comms portal is authorised and carried out
- ensure newly appointed governors sign the agreed **Code of Practice**
- maintain on the comms portal a register of governing body pecuniary interests and ensure the record of governors' business interests is reviewed regularly
- **ensure Disclosure and Barring (DBS) requirements have been carried out on any governor when it is appropriate to do so**

- advise the governing body on succession planning arrangements and best practice

#### **4. Manage Information**

- maintain, on the comms portal, up to date records of the names, addresses and category of governing body members and their term of office , and inform the governing body and any relevant authorities of any changes to its membership;
- maintain copies of current terms of reference and membership of any sub-committees and working parties and any nominated governors e.g. Child-protection, SEND, KIPs.
- ensure copies of statutory policies and other school documents approved by the governing body/management board are accessible to all staff (and parents and children as appropriate) and published as actioned in the minutes of the meeting at which the policy was approved - for example, by the Head Teacher/Principal on the website
- maintain relevant files and records for the governing bod/management board including a complete set of confirmed minutes of full governing body meetings (and sub-committee meetings if appropriate) in line with agreed procedures
- ensure signed minutes are uploaded on the comms portal along with all associated paperwork
- deal with all incoming correspondence and act as correspondent for the governing body
- maintain records of governing body correspondence, as appropriate
- keep a minute book, or file of signed minutes, as an archive record;
- maintain a record of training undertaken by members of the governing body

#### **5. Personal Development**

- undertake appropriate and regular training and development to maintain his/her knowledge and improve practice; including accredited programmes of study which directly relate to the role of clerk
- keep up-to-date with current educational developments and legislation relating to governance, particularly in relation to multi academy trusts;
- participate in regular performance management under the direction of the Chair, if required by the local governing body/management board

#### **6. General/Additional Services**

- maintain appropriate communications with the Chair of Governors and Head Teacher/Principal to ensure the governing body is serviced effectively and to agreed timescales
- the clerk may be asked to clerk any statutory appeal committees/panels the governing body is required to convene. If the clerk is not contracted to set up and clerk these panels, the local governing body/management board will have to make an alternative arrangements
- provide at least one months notice, in writing, (or as determined through a service level agreement or contract of employment) should they wish to terminate current clerking arrangements

## **Additional Requirements**

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Chair of Governors.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Academies Enterprise Trust**  
**Person Specification**

**Clerk to the Governors**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	Ability to demonstrate a willingness to attend appropriate training and development	Already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills</li> <li>• Record keeping, information retrieval and dissemination of governing body data/documentat ion, to the governing body and relevant partners.</li> <li>• Excellent communication skills both written and orally</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant personal and professional development;</li> <li>• Evidence of working in an environment where experiences included taking initiative and self motivation</li> <li>• Evidence of working as a member of a team.</li> <li>• Experience of working in education</li> <li>• Evidence of clerking committees, preparing agendas and taking minutes</li> <li>• Advising members of relevant legislation and procedures</li> </ul>

<b>Skills</b>	Line Management Responsibilities No.	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	•
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	•
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	•
	Abilities	<ul style="list-style-type: none"> <li>• Ability to keep to deadlines</li> <li>• Ability to work in a confidential manner</li> <li>• Word-processing skills</li> <li>• Ability to work as a team and on own initiative</li> <li>• Ability to manage own time effectively and prioritise work loads.</li> </ul>	•
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Person of Integrity</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to remain impartial</li> <li>• Have a flexible approach to working hours</li> <li>• Be sympathetic to the needs of others</li> <li>• Have an openness to learning and change</li> <li>• Have a positive attitude to personal development and training</li> <li>• Have good</li> </ul>	

		interpersonal skills	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Ability to travel as required</li><li>• Ability to work at times convenient to the governing body/management board, including evenings</li><li>• Available to be contacted at mutually agreed times.</li></ul>	