

JOB TITLE:	Clerk to Governors
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JOB GRADE	Salary £17,391 pro-rata 370 annualised hours (circa 10 per week) worked mainly in term time
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JOB PURPOSE

- Accountable to the Governance Manager, working effectively with the Chair of Governors, the Principal and members of the academy senior leadership team (SLT) and with other governors.
- Responsible for advising the Local Academy Governing Body on constitutional matters, duties and powers working within the broad current legislative framework.
- Contribute to the strategic development of the Local Academy Governing Body.
- Support the self-evaluation process of governance.
- Secure the continuity of Local Academy Governing Body business and observe confidentiality requirements.
- Advise the Local Academy Governing Body on governance legislation and procedural matters.
- Clerk statutory and non-statutory Local Academy Governing Body committees such as permanent exclusions.
- Provide advice on the role, function and constitution of the Local Academy Governing Body in line with the terms of reference of the Central RSA Academies Trust
- Access appropriate legal advice, support and guidance.
- Keep up to date details for the Head of Corporate Services to log onto the Company House website.
- Keep up to date company records retained within the Academy.
- Contribute to the production of any report to the Trust Board as required.

ADVICE AND INFORMATION

Under the direction of the Head of Corporate Services:

- Ensure that new governors have a copy of the Governor Handbook and Support the induction of new governors
- Prepare briefing papers for the Local Academy Governing Body, as necessary.
- Help to produce a Local Academy Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Local Academy Governing Body.
- Ensure that statutory policies are in place, and that a file is kept of policies and other academy documents approved by the Local Academy Governing Body.
- To act as correspondent on behalf of the Local Academy Governing Body and maintain records of Local Academy Governing Body correspondence.
- Maintain a file of relevant DfE, Central RSA Academies Trust and Local Authority (LA) documents.
- Maintain archive materials.

MEETINGS

- Work effectively with the Chair, the Principal and members of the SLT before Local Academy Governing Body meetings to prepare a purposeful agenda which takes account of statutory responsibilities and is focused on school improvement.
- Support the Principal and others to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days (5 working days) before the meeting.
- Record the attendance of governors at the meeting and take appropriate action in relation to absences.
- Take notes of the Local Academy Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts within 5 working days to the Chair of Governors and the Principal, for amendment /approval and, once agreed, circulate to the wider LAGB within 10 working days.
- Advise absent governors of the date of the next meeting.
- Keep a file of signed minutes as an archive record.
- Maintain a record of minutes for public viewing.

- Ensure the school section of the Governor Portal is populated with up-to-date files.
- Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Local Academy Governing Body.
- Chair that part of the meeting at which the Chair of Governors is elected.

MEMBERSHIP

- Maintain a database of names, addresses and committee membership of Local Academy Governing Body members, and their terms of office.
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
- Support the Head of Corporate Services in the recruitment and elections of parent and staff governors.
- Give advice and support to governors taking on new roles.
- Under the direction of the Head of Corporate Services participate in and contribute to the training of governors.
- Maintain a record of training undertaken by members of the Local Academy Governing Body.
- Inform the Local Academy Governing Body of any changes to its membership.
- Maintain governor meeting attendance records and advise the Chair of and relevant governor of potential disqualification through lack of attendance.
- Maintain a register of Local Academy Governing Body declaration of interests and review annually.
- Check with the Head of Corporate Services that Disclosure and Barring Services checks have been successfully carried out on all new governor appointees.

PROFESSIONAL DEVELOPMENT

- Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent and carry out any training as required and directed by the Head of Corporate Services.
- Participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting academy governance.

SKILLS & ATTRIBUTES (ESSENTIAL)

- Excellent listening, oral and written communication skills
- Effective report preparation and recording skills
- Ability and enthusiasm to work jointly with team colleagues across a range of disciplines
- Ability to work on own initiative and under direction
- Ability to manage their work to successful conclusion by agreed deadlines
- Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel
- Ability to pay attention to detail and able to check own work
- Ability to cope with peaks in workload and is reliable and punctual
- Ability to develop and maintain contacts with outside agencies e.g. departments of the LA and the DfE.

QUALIFICATIONS & TRAINING (ESSENTIAL)

- Knowledge of Local Academy Governing Body procedures
- Knowledge of educational legislation, guidance and legal requirements
- Knowledge of the respective roles and responsibilities of the Local Academy Governing Body, the Principal, the LA, and the DfE.

QUALIFICATIONS & TRAINING (DESIRABLE)

- Knowledge of Company Law
- Knowledge of MAT structures

EXPERIENCE (ESSENTIAL)

- Experience of working in a regulated environment requiring strict adherence to organisational requirements
- Experience of writing agendas and accurate, concise, high-quality minutes
- Experience of working in an environment which included taking initiative and self-motivation.

EXPERIENCE (DESIRABLE)

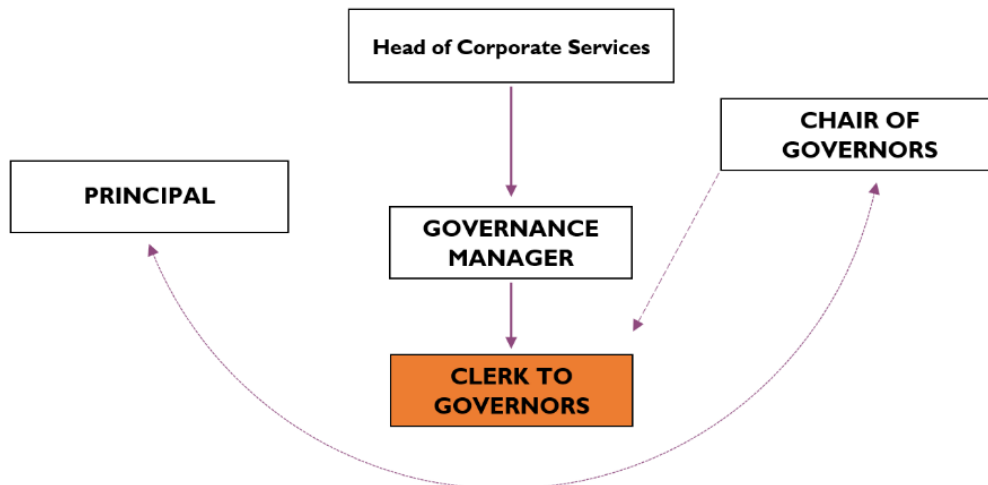
- Experience of dealing with difficult and sensitive situations in a professional and diplomatic manner
- Experience of working within an education setting
- Experience working as a clerk to governors

ADDITIONAL FACTORS (ESSENTIAL)

- A pro-active and self-motivated approach
- Customer focused, can-do attitude
- A professional and friendly disposition
- Ability to maintain confidentiality
- Ability to remain impartial
- An openness to learning and change
- Ability to work at times convenient to the Local Academy Governing Body
- Ability to travel to meetings.

LINE MANAGEMENT STRUCTURE & RESPONSIBILITIES

Below is the structure under which the post of Clerk to Governors sits. Your direct line manager is the Governance Manager.



I sign to agree I have read the above and understand the remit of the post:

Signed: _____ Dated: _____