

Job Description

Clerk to Local Governing Bodies

Hours of work:- 8-10 hours per LGB meeting – 6 meetings per school year
 Reports to:- Company Secretary/Lead Clerk
 Chair of Local Governing Body
 Band: Band 4

1. Main Purpose of Job

Provide advice and assistance to the Local Governing Body on procedural matters, effective administrative support, and manage information effectively in accordance with legal and CMAT requirements.

2. Key Tasks

Provide advice to the Local Governing Body

- Advise the Local Governing Body on procedural matters where necessary before, during and after meetings.
- Act as first point of contact for Local Governors with queries on procedural matters.
- Seek advice and guidance from the CMAT on behalf of the Local Governing Body.
- Attend regular CMAT Clerks' Briefing Sessions in order to be able to inform the Local Governing Body of any changes to its responsibilities.
- Advise on the annual calendar of Local Governing Body meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents and Trust Governor, in conjunction with the Company Secretary.
- Ensure the Local Governors Code of Conduct and Pecuniary Interest documents on Trust Governor have been read and signed by all Local Governors.

Membership

- Advise the CMAT, the Local Governing Body and the Headteacher in advance of the expiry of a Local Governor's term of office, so elections or appointments can be organised in a timely manner.
- Chair that part of the Local Governing Body meeting at which the Chair is nominated, giving procedural advice concerning conduct of this and other nominations/elections.
- Maintain a register of Local Governor pecuniary interests and ensure the record of Local Governors' business interests is reviewed regularly and recorded on Trust Governor.
- Ensure that Local Governors complete a skills audit via Trust Governor.
- Monitor that Local Governors maintain their training record on Trust Governor.
- Ensure Disclosure and Barring (DBS) has been carried out on any Local Governor when it is appropriate to do so.
- Maintain Local Governing Body meeting attendance records and advise CMAT and Chair of potential disqualification through lack of attendance.
- Advise the Local Governing Body on succession planning of all roles, not just the LGB Chair.

Effective Administration of Meetings

- Liaise with the CMAT Company Secretary/Lead Clerk who will provide a draft agenda which includes items derived from the St. Thomas Aquinas CMAT Board of Directors and/or its scrutiny committees.
- With the Chair of the Local Governing Body and the Headteacher add any priority school agenda items to the draft agenda provided by the CMAT.
- Send invitations to attend LGB meetings via Trust Governor to all Local Governors and the Headteacher, at least 7 days ahead of the meeting.
- Liaise with those preparing papers for Local Governing Body meetings, to make sure they are available on time, and distribute the agenda and papers via Trust Governor at least 7 days in advance of the meeting.
- Ensure meetings are quorate. Record the attendance of Local Governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Local Governors of the date of the next meeting.
- Draft minutes of Local Governing Body meetings, indicating who is responsible for any agreed action with timescales. The draft minutes should be available to the CMAT, Chair of the Local Governing Body and the Headteacher on Trust Governor within 5 working days of the meeting.
- Circulate the reviewed draft to all Local Governors within 10 working days of the meeting.
- Follow up any agreed action points with those responsible, and inform the Chair of the Local Governing Body of progress.

Manage Information

- Monitor that Local Governors maintain their profiles on Trust Governor.
- Inform the CMAT Company Secretary/Lead Clerk and the NRCDES of any changes to its membership.
- Inform the CMAT Company Secretary/Lead Clerk of any changes to nominated Local Governors, e.g., Safeguarding, SEND.
- Ensure that the Local Governing Body has access to the current CMAT Scheme of Delegation.
- Ensure that the Local Governing Body has access to the current CMAT/Diocesan Local Governing Body Handbook, and the Summary of Roles and Responsibilities.
- Maintain records of Local Governing Body correspondence.
- Ensure copies of statutory policies and other school documents reviewed and ratified by the CMAT Board and the Local Governing Body are kept in the school.
- Upload minutes and other documents to Trust Governor and engage in the use of standard formats as directed by the Company Secretary/Lead Clerk.
- Liaise with the Company Secretary/Lead Clerk to arrange for logins and email addresses to be set up for new Parent Local Governors.

People and Relationships

- Develop and maintain effective professional working relationships with the Company Secretary/Lead Clerk, Headteacher, Chair and members of the Local Governing Body, and Directors of the Trust.

Personal Development

- Undertake appropriate and regular training/briefing sessions to maintain their knowledge and improve practice. Training/briefing sessions will be facilitated by the CMAT, and will be led by the Company Secretary/Lead Clerk.
- Participate in regular performance management.

Additional Services

The Clerk may be asked to undertake the following additional duties:-

- Clerk any statutory appeal panels the Local Governing Body is required to convene e.g. Disciplinary, Grievance, Exclusions.
- Maintain a file of relevant Department for Education (DfE), CMAT and NRCDES guidance documents.
- Perform such other tasks as may be determined by the Company Secretary/Lead Clerk from time to time.

Specific Areas of Responsibility

- Clerks are responsible for the planning, organisation and prioritisation of their own work to meet set deadlines. The role is subject to national procedural guidance, but also CMAT guidance.
- Clerks need to use discretion and know when to seek further advice/support. They will have access to confidential or sensitive materials and must deal with this appropriately.
- The professional advice provided by the Clerk enhances the smooth operation of the Local Governing Body and ensures all statutory and CMAT procedural guidelines are followed.

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Clerk to Local Governing Bodies

Knowledge, Skills and Experience	Ess	Des	Evi
A good standard of education including English and Maths (minimum of level 2 or equivalent experience)	Y		App
Recent experience of minuting meetings	Y		App/Int
Knowledge of governing body procedures		Y	App/Int
Knowledge of current educational developments and legislation affecting school /Trust governance		Y	App/Int
Experience of working with Microsoft packages including Teams, Word, Excel and PowerPoint	Y		App/Int
Previous governors clerking experience gained within a Multi Academy Trust/ schools or and education setting		Y	App/Int

Interpersonal & Communication Skills	Ess	Des	Evi
Good organisational skills	Y		App/Int
Ability to prioritise workload effectively to meet deadlines	Y		App/Int
Excellent time management skills	Y		App/Int
Excellent communication and inter-personal skills	Y		App/Int
Ability to communicate effectively with all relevant stakeholders	Y		App/Int
Excellent problem-solving skills	Y		App/Int
Excellent literacy and written skills, including the ability to prepare meeting agendas and the ability to produce accurate and concise minutes	Y		App/Int
Ability to use initiative and work autonomously	Y		App/Int
Ability to maintain confidentiality	Y		App/Int
Proven tact and diplomacy skills	Y		App/Int

Safeguarding	Ess	Des	Evi
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y		Int