

Clerk to Local Governing Board

Job Description

Post:	Clerk to Local Governing Board
Department:	Governance
Responsible to:	Headteacher

About the Role

The role is key in providing advice and administration to the Local Governing Board (LGB). The Clerk is required to advise the LGB board on its core function and role and responsibilities within the Trust governance structure, provide effective meeting administration and information management and be a key point of contact for both board members and the Trust Governance team.

Key Responsibilities and Demands

Provide advice to the LGB

- Advise the LGB on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance.
- Advise the LGB on relevant legislation and procedural matters where necessary before, during and after meetings.
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from the Trust Governance team and/or appropriate third parties on behalf of the governing board.
- Act as the first point of contact for governors and/or cluster board members with queries on procedural matters.
- Inform the LGB of any changes to its responsibilities because of a change in status, any changes in the relevant legislation or changes to Trust policy and procedure.
- Advise the LGB on the regulatory framework for governance (relevant acts and regulations, articles of association, funding agreement and Academies Financial Handbook).
- Offer advice on best practice in governance.
- Advise the governing board on best practice in relation to the REAch2 scheme of delegation for governance.
- Ensure that statutory policies are in place and that staff revise these when necessary.
- Use the REAch2 LGB planner to advise on the annual calendar of governing board meetings and tasks.
- Send new governing board members induction materials and ensure they have access to appropriate documents and meeting management systems, including any agreed Code of Conduct.
- Contribute to the induction of governors taking on new roles, in particular chair of the governing board.
- Identify priorities, anticipate issues which may arise draw these matters to the chair's attention and propose recommendations.

Effective administration of meetings

- With the chair and headteacher, prepare a focused agenda for LGB meetings.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation or other regulations via the Trusts chosen governance management platform.
- Ensure meetings are quorate.
- Record the attendance of governors/board members at meetings (and any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action within 7 days of the meeting, and send drafts to the chair.
- Circulate the reviewed draft to all board members, the head teacher and trust within the agreed timescales.
- Follow-up any agreed action points with those responsible and inform the chair of progress as needed.
- Maintain relevant records on the Trust's chosen governance management platform.

Membership

- Advise governing board members and appointing bodies in advance of the expiry of a governing board member's term of office and the impact of this on the board's capacity and skills mix.
- Advise on the criteria for appointing new governors relevant to vacancies.
- Co-ordinate, in discussion with the board and in conjunction with the Trust Governance team, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner.
- Assist with the elections of parent and staff governors, where appropriate.
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about governing board members such as any business and pecuniary interests and, where required, ensure information is reviewed regularly, recorded using the chosen governance management platform and published on appropriate websites.
- Ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any governing board members where it is appropriate to do so.
- Maintain a record of training undertaken by members of the governing board.
- Maintain governing board members meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the governing board on succession planning (of all roles, not just the chair).

Manage information

- Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees, panels, working parties and nominated governors with specific oversight of an area e.g. SEND.

- Maintain a record of signed minutes of meetings at the appropriate site, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of governing board correspondence.
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school(s) and published as agreed, for example, on the appropriate website.
- Maintain all necessary records on the Trust's chosen governance management platform, working with the Trust Governance team to ensure records are reviewed and updated at regular intervals.
- Maintain a file of relevant DfE, local authority and church authorities' (if appropriate) guidance documents.

People and Relationships

- Develop and maintain effective professional working relationships with the chair, the board and executive leaders.
- Contribute to the coordination of effective learning and development opportunities for board members, including induction and continuing professional development.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting academy governance.
- Participate in regular performance management.

Additional services

- Clerk any statutory appeal committees/panels the governing board is required to convene or across the Trust where requested.
- Maintain archive materials.
- Prepare briefing papers for the governing board, as necessary.
- Conduct skills audits and advise on training requirements.
- Perform such other tasks as may be determined by the governing board from time to time.

Person Specification

Knowledge and Skills	Essential or Desired
<ul style="list-style-type: none"> Right to work in the UK 	E
<p>Knowledge</p>	
<ul style="list-style-type: none"> Understanding of the 6 features of effective governance and the core functions of a governing board 	E
<ul style="list-style-type: none"> Appreciation of the importance of understanding the Trust's and board's governance structures 	E
<ul style="list-style-type: none"> Understanding of the key themes of national, local and academy education context 	D
<ul style="list-style-type: none"> Awareness of a board's duties under legislation, statutory guidance and Trust policy 	E
<ul style="list-style-type: none"> Understanding of the importance of adherence to and promotion of a school's internal procedures 	D
<ul style="list-style-type: none"> Understanding the principles of information management 	E
<ul style="list-style-type: none"> Working knowledge of how to implement GDPR 	E
<ul style="list-style-type: none"> Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation 	E
<p>Mental Skills</p>	
<ul style="list-style-type: none"> Has an eye for detail and excellent proofreading skills, being able to produce clear and accurate papers for boards 	E
<ul style="list-style-type: none"> Uses technology effectively to streamline board processes 	E
<ul style="list-style-type: none"> Has a proven, systematic approach to managing documentation that meets legal requirements for records management 	E
<ul style="list-style-type: none"> Understands how and when to escalate concerns as they arise 	E
<ul style="list-style-type: none"> Understands the principles of confidentiality and can apply this to personal and board situations 	E
<ul style="list-style-type: none"> Can judge confidently which discussion points to record, indicating board members' challenge of the school and its leadership 	E
<ul style="list-style-type: none"> Possesses proven time management skills and can maintain a high standard of work under pressure 	E
<p>Interpersonal and Communication Skills</p>	
<ul style="list-style-type: none"> Can communicate information clearly, logically and impartially using a range of presentation methods 	E
<ul style="list-style-type: none"> Is able clearly to explain difficult concepts, including information on board legal duties 	E
<ul style="list-style-type: none"> Understands the principles of conflicts of interest and has proven experience in advising and managing these 	E
<ul style="list-style-type: none"> Is willing and able to challenge the board when concerned about non-compliance or any aspect of how the board is conducting business 	E
<ul style="list-style-type: none"> Can build and maintain effective working relationships with key figures, both on the board and in the wider Trust 	E
<ul style="list-style-type: none"> Demonstrates a commitment to developing own performance, through review, self-reflection and participation in training and development 	E

Working Conditions

The working conditions will be interior, with work generally carried out with normal levels of manual dexterity associated with typing, periods of prolonged sitting during meetings and levels of concentration required to take notes and converse using remote technology.