

**Post:** Governance Professional Clerk to Governors)

**Scale:** L1-L8

**Hours:** 2 hours per week

**Working Weeks:** Term time +1 (39 weeks per year)

**Grove Learning Trust is looking for an organised individual to join the Academy Committee of Peatmoor Community Primary School.**

### **Main Job Purpose**

- Provide effective administrative support to the Academy Committee
- Act as the first point of contact for governors
- Provide advice and guidance, ensuring practice is inline with relevant legislation & documentation, with the support of the Governance & Compliance Lead
- Ensure the Academy Committee is properly constituted
- Manage information effectively in accordance with legal and Grove Learning Trust requirements, with the support of the Governance & Compliance Lead
- Build effective working relationships

### **Main Responsibilities and Duties**

#### **Effective administration of meetings:**

- Prepare agendas for Academy Committee meetings, working with the Head and Chair
- Circulate the agenda and supporting papers seven days in advance of meetings
- Ensure meetings are quorate
- Prepare minutes of Academy Committee meetings, for approval by the Head and Chair
- Circulate the approved minutes to Academy Committee Governors
- Follow-up any agreed action points with those responsible
- Build good working relationships with Governors, Head and other stakeholders

#### **Membership:**

- Monitor Governor terms of office via Governor Hub and ensure any relevant elections are scheduled on the agenda
- Lead the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Support recruitment of Governors, ensuring appropriate election / appointment processes are completed
- Ensure the record of governors' declaration of interests register is kept up to date
- Ensure Disclosure and Barring (DBS) and Section 128 checks have been carried out on all Governors (by the Governance & Compliance Lead)
- Maintain an online record of training undertaken by Governors by ensuring Governors take ownership of updating their Governor Hub profiles

- Maintain Academy Committee meeting attendance records and advise the Chair and Head on potential attendance issues
- Working with the Governance & Compliance Lead, contribute to and assist in the induction of new governors and ensure they have access to appropriate documents

#### **Manage Information:**

- Maintain up to date online records (Governor Hub) of the names, category of Governors and their term of office, and inform the Governance & Compliance Lead, of any changes to its membership
- Maintain an online record of signed minutes of meetings and supporting documentation
- Ensure copies of school policies and other documentation for the Academy Committee are held and published as agreed, for example, on the school websites

#### **Provide advice:**

With support from the Governance & Compliance Lead:

- Advise on governance legislation and procedural matters where necessary before, during and after meetings
- Inform the Academy Committee (AC) of any changes to its responsibilities as a result of a change in any relevant legislation and guidance
- Offer advice on best practice
- Ensure that statutory policies are in place and are revised when necessary and in accordance with the GLT policy review schedule
- Advise on the annual calendar of meetings and tasks by following the annual agenda planner

#### **Personal Development:**

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

The Governance Professional may be asked to undertake the following additional duties, which may be paid in addition to the set hours agreed as part of the contract, if additional hours are required:

- Clerk any statutory appeal committees/panels the Academy Committee is required to convene
- Participate in, and contribute to the training of Governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE) and GLT guidance documents as appropriate
- Maintain archive materials
- Prepare briefing papers for the Academy Committee as necessary
- Perform such other tasks as may be determined by Governance & Compliance Lead, and/or Academy Committee from time to time.

## **Hours**

Academy Committee meetings are held in the evening, at the respective school, starting between 5pm and 6.30pm. Meetings usually last approx. 1.5 hours dependent on the agenda.

The basis of these hours:

1. 6 x AC Meetings per annum
2. Administration and training

## **Person specification**

- Highly organised
- Strong prioritisation skills
- Ability to manage conflicting deadlines
- Ability to build effective working relationships
- Excellent communication skills (both written and oral)
- Flexibility in approach to work
- Previous clerking / administration experience desired but not essential

If you would like to find out more information, or have any questions, please get in touch with Sarah Rutherford, Governance & Compliance Lead to arrange a time to speak – [sarah.rutherford@grovelearningtrust.co.uk](mailto:sarah.rutherford@grovelearningtrust.co.uk)