



Post: Clerk to Governors

Grade: 8 (£27,344 - £30,151pa, pay award pending)

Responsible to: The Trust Company Secretary

Responsible for: Clerking for the Trust School Local Governing Bodies and their Committees

Key Working Relationships: Trust Board Directors, Local School Governors, Headteachers, the Trust Executive Leaders and School SLT members.

Purpose of the Job

1. Work with the Trust Company Secretary and Governance Officer to prepare purposeful agendas for all meetings in accordance with the schedule of works/annual governance planner
2. To ensure all papers for meetings, including Committee meetings, are produced on time and circulated to the LGB at least seven days prior to the meeting.
3. To attend and accurately minute all formal meetings of the LGB (and Committee's as agreed)

Key Responsibilities:

- Provision of a full clerking support service to the Trust schools' Local Governing Bodies and Committees. To include preparation and circulation of agendas, collation and circulation of supporting papers within appropriate timescale and dealing with correspondence arising from meetings
- Attendance at meetings and production of draft minutes for approval by the Chair within seven working days of each meeting
- Monitoring governor attendance at meetings, identifying any governors who fail to meet attendance requirements and alerting the Chair of the school Local Governing Body
- Preparation and clerking for additional governor panels
- Provision of advice and guidance, with the support and guidance of the Company Secretary as necessary, on academy regulations and internal governance frameworks, such as the Trust Scheme of Delegation
- Liaison with Local Governing Body members between meetings
- Upholding of policies and codes of practice adopted by the Trust and its Local Governing Bodies
- Supporting the Company Secretary in the managing of the Trust and Local Governing Body annual calendar of meetings

- Carrying out any other reasonable instructions given by the Trust Company Secretary in order to support the work of the Trust and its schools.

This job description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.