



GEP LOCAL ACADEMY COMMITTEE CLERK FULLBROOK SCHOOL

Job Purpose

Provide advice to the governing body (local academy committee) on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

Terms & Conditions of Employment

- The Clerk will be appointed under the 'Surrey Pay' Terms & Conditions of Employment, adapted by the academy trust
- The Clerk will be appointed on a casual 'as and when required' basis
- The role will be based at a GEP school, initially deployed to Fullbrook School , with occasional travel to an alternative meeting location and/or across the schools within the Trust as directed by the governance needs of the school(s)

Remuneration

The salary grade for this post will be Surrey Pay 6. According to 2017-18 pay rates, the gross salary is £21,563 - £25,314 per annum pro rata equivalent to £11.49 - £13.49 per hour

Accountable to: Clerk to the Board of Trustees

Job Description

Main responsibilities and tasks

The clerk to the governing body will:

1. Provide advice to the governing body

- Advise the governing body on governance legislation, regulatory and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters
- Assist in complying with the Trust Board's reporting requirements
- Have awareness of the Trust's processes for obtaining legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
- Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance in line with the Trust's Scheme of Delegation, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Contribute to the creation of an annual work plan in line with Trust requirements
- Advise on the annual calendar of governing body meetings and associated tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

2. Effective administration of meetings

- With the chair and headteacher, in line with the work plan prepare a focused agenda for the governing body meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and upload the agenda and papers as required by the Trust, legislation and other regulations
- Ensure meetings are quorate
- Record the attendance of governors at meetings (and any apologies – 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 with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
- Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections

- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body; and
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing body on succession planning (of all roles, not just the chair)

4. Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are uploaded to the relevant document system and are published as agreed at meetings;
- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website

5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice, in line with the Trust's Scheme of Delegation and DfE Clerking Competency Framework, and attend GEP clerks meetings
- Keep up-to-date with current educational developments and legislation affecting school and Trust governance
- Understand the Trust's ethos
- Understand the requirements of the Trust Scheme of Delegation, Academies Financial Handbook, DfE Governance Handbook, DfE Competency Framework for Governance and DfE Clerking Competency Framework
- Participate in regular performance management

6. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement
- Assist with the recruitment of governors, and elections of parent governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Trust, Department for Education (DfE) and local authority (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the governing body from time to time

All GEP Employees

- All employees of GEP Academies may undertake any other reasonable duties expected of them, commensurate with their grade, as directed by their line manager and/or the CEO
- All employees of GEP Academies are expected to follow the employee code of conduct and are thereby required to have due regard for safeguarding, data protection, health and safety in the workplace regulations, promote equal opportunity, exercise professionalism and uphold the values of member schools and GEP Academies

Person Specification

	Essential	Highly Desirable
Qualifications /Experience	<ul style="list-style-type: none"> • Demonstrate a willingness to attend appropriate training and development • Evidence of working as a member of a team • Evidence of working in an environment where experiences included taking initiative and self-motivation 	<ul style="list-style-type: none"> • Previous Clerking/minute taking experience • Have already attended or will make a commitment to attend the National Training Programme for Clerks or its equivalent (as deemed by the Trust) • Evidence of personal and professional development
Knowledge, Aptitude and Skills	<ul style="list-style-type: none"> • Good listening, oral and literacy skills • ICT including keyboarding skills • Organisation of time and working to deadlines • Accurate record keeping, information retrieval and dissemination of governing body data/documentation to the governing body and relevant partners 	<ul style="list-style-type: none"> • Previous experience in a school environment. • Writing agendas and accurate concise minutes • Organising meetings • Knowledge of Trust and governing body procedures • Knowledge of educational legislation, guidance and legal requirements • Knowledge of respective roles and responsibilities of the governing body and the Trust • Knowledge of data protection legislation • Knowledge of equal opportunities and human rights legislation
Personal attributes	<ul style="list-style-type: none"> • Be a person of integrity, be able to maintain confidentiality and remain impartial • Have a flexible approach to working hours • Be sympathetic to the needs of others and have an openness to learning and change • Have a positive attitude to personal development and training • Have good interpersonal skills 	
Special requirements	<ul style="list-style-type: none"> • Be able to work at times convenient to the governing body and it's committees including early morning, during the school day, after school and evening meetings • Be able to travel to meetings • Be available to be contacted at mutually agreed times 	