



POSITION: CLERK TO THE BOARD OF TRUSTEES

JOB DESCRIPTION

JOB PURPOSE:

Provide advice and guidance to the board of trustees on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of the board and its committees by providing:

- Administrative and organisational support;
- Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and
- Advice on procedural matters relating to the operation of the board.

REPORTING TO:

Chair of Trustees

Main responsibilities/duties of job

1. Provide advice to the trustees

- Ensure that all trustees are aware of their statutory responsibilities, especially their responsibility for safeguarding the welfare and promoting the well-being of all pupils at the school.
- Advise the trustees on governance 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, support and guidance from third parties on behalf of the trustees.
- Inform the trustees of any changes to their responsibilities as a result of a change in school status or changes in the relevant legislation.
- Advise the board of the regulatory framework for governance (Company Law, Charity Law, Articles of Association).
- Offer advice and best practice in governance, including on committee structures at body and self-evaluation.
- Ensure that statutory policies are in place and regularly reviewed by staff and ratified by trustees as possible.
- Advise on the annual calendar of meetings and tasks.
- Ensure new trustees have access to relevant areas of the school network and a school email address.
- Contribute to the induction of trustees taking on new roles, in particular the chair of the body or chair of a committee.
- Identifies priorities, anticipates issues which may arise and draw these matters to the chair's attention and proposes recommendations.

2. Effective administration of meetings

- Liaise with trustees to convene meetings as required
- With the chair and headteacher, prepare a focused agenda for the board and its committees.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation of the articles of association.
- Ensure the meetings are quorate.

- Record the attendance of trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent trustees of the date of the next meeting.
- Draft minutes of the meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and headteacher.
- Circulate the approved minutes to the Board within the agreed timescale.
- Follow up any agreed action points with those responsible and inform the chair of progress.
- Manage the trustees sharepoint folder ensuring papers are files in the correct folder.

3. Membership

- Advise trustees in advance of the expiry of a trustee's term of office and the impact of this on the body's capacity and skills mix.
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- 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 trustees such as any other pecuniary interests and establish if there are any conflicts of interest.
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is appropriate to do so.
- Maintain a record of training undertaken by members of the body.
- Maintain meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the board on succession planning (of all roles, not just the chair).
- To lead the induction and training of new governors in line with statutory requirements and to administer the process in accordance with the principles outlined in the AGBIS Guidelines for Governors.

4. Manage information

- Maintain up to date records of the names, addresses and category of trustees and their term of office, and inform the 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 trustees e.g. SEND, safeguarding
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of trustee correspondence.
- Ensure copies of statutory policies and other school documents approved by the trustees are kept in school and published as agreed, for example on the website.

5. People and relationships

- Develop and maintain effective professional working relationships with the chair, the board and senior leaders.
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

6. Personal Development

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

7. Additional services

- Clerk any appeal committees/panels the trustees are required to convene.
- Maintain a file of the relevant ISI, DfE, local authority guidance documents.
- Maintain archive materials.
- Prepare briefing papers for trustees as necessary.
- Conduct skills audits and advise on training requirements.
- Perform such other tasks as may be directed by the trustees from time to time.

This list provides a general summary but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by the Director of Co-Curriculum or other member of the Senior Leadership Team.

This job description should be seen as enabling rather than restrictive and is subject to an annual review.

Signed: _____

Date: _____

PERSON SPECIFICATION

Essential or desirable	Requirements
Qualifications	
E	GCSE grade 4/C (or equivalent) in English Language
D	NGA Clerking or similar qualification or the equivalent gained through work experience
Experience	
D	School clerking experience or secretarial experience within a company board setting
E	Able to take notes of meetings and present accurate records of opinions given and decisions taken
E	Administrative experience
Skills/Knowledge	
E	Excellent interpersonal and communication skills including the ability to relate well to people at all levels with sensitivity, tact and diplomacy
E	First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic approach to tasks, with attention to detail
E	Excellent ICT skills; confident and adept in the use of Microsoft applications eg Word, Excel, Outlook and database input and able to produce quality presentation materials
E	Knowledge of safeguarding relevant to the role
D	Knowledge of regulations and other statutory requirements relating to school governance
D	Able to precis complex issues and present relevant points clearly and concisely
E	Time management to meet deadlines and competing demands
Personal Attributes	
E	High level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality
E	Professional, approachable demeanour when relating to all members of the school community including suppliers etc.
E	Flexible and adaptable – has a “can do” attitude
E	Confident in own abilities
E	Well-groomed, with dress standards and appearance appropriate to the role
E	Ability to work on own with minimal supervision and be a team player