

Job description of Clerk to Exeter Learning Academy Trust and its Governing Bodies

Salary: Grade E: £24,012 to £32,704 FTE £12.45 - £14.02 per hour (subject to a pay award) 38 weeks' term time only.

Hours: 1026 hours per annum.

Main purpose of role is to:

Provide advice to the Board/governing body 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 Members, Board/governing body and its committees.
- Provide administrative support to the CEO and CFO
- Ensure the Board/governing body is properly constituted
- Manage information effectively in accordance with legal requirements

Main responsibilities and tasks

The clerk to the governing body will:

1. Provide advice to the governing body

- Develop knowledge of academy articles, management partnerships and local governing bodies.
- Advise the Board/ governing body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for Board/ governors with queries on procedural matters;
- Have access to appropriate 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, including on committee structures, electing members, delegation and self-evaluation
- Ensure statutory and school policies are in place, revised when necessary and made available to staff and stakeholders.
- Advise on the annual calendar of governing body meetings and tasks
- Coordinate induction, send new governors induction materials and ensure they have access to appropriate documents and contribute to the induction of governors taking on new roles, in particular chairs of meetings

2. Effective administration of meetings

- To provide administrative support to the Trust/governing body, committees and individual governors to facilitate effective and efficient meetings and strategic governance
- With the chair and headteacher prepare agenda for the governing body / committee
- 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;
- Ensure meetings are timely and quorate, identify any potential conflict of interest and coordinate arrangements for additional or emergency meetings

- Record attendance of governors at meetings (and any apologies – accepted or not), and take appropriate action in relation to absences, including advising absent governors of meeting dates
- To make a key contribution to ensuring a strong evidence base is provided for Ofsted/Audit through an accurate record of challenge, actions and decisions via concise and accurate minutes.
- Draft minutes of 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 members of the Board/committee, the headteacher (if not a governor) and other relevant body, such as the local authority/trust within the set timescale
- Follow-up any agreed action points with those responsible and inform the chair of progress
- Receive and distribute correspondence for the Board/governing body including governance updates and termly Devon Governor Magazine.

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 and arrange elections on request from the Chair.
- 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 pecuniary interests and ensure the record of business interests is reviewed at least annually and lodged within the Trust/school and placed on the trust website;
- Ensure eligibility forms are completed and that Disclosure and Barring (DBS) and Disqualification by Association have been carried out on any governor as appropriate
- 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 relevant Board/governing body and 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 and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of correspondence and ensure confidentiality as appropriate
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school/Trust and published as agreed, for example, on the website

5. 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
- Remain objective at all times; remain neutral and be the 'constitutional conscience' of the body.

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, provide advice on the appeals process with support/training
- Assist with the elections of parent and staff governors/trustees
- 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 local authority guidance documents
- Maintain archive materials

- Prepare briefing papers for the Board/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 CEO, CFO, Board and governing body from time to time.

7. Time Management

The clerk is required to work term time 38 weeks per year.

- 1026 annual hours are allocated for the role which equates to an average of 27 hours per week, 22 hours per week for clerking duties and 5 hours per week support for the CEO and CFO.
- The clerk is required to manage the time flexibly in conjunction with the Board and Governor annual cycle of business.
- Flexible working from home is available. Meetings must be attended as directed by the Board and Governors.