



GOVERNANCE PROFESSIONAL – Corsham Primary School

Post: Clerk to Governors

Hours of work 4 hours a week to support Local Governance - additional hours to be agreed as needed. Hours to be worked around Local Governance Committee meetings (ability to attend 6 evening meetings a year per LGC is essential, as is a requirement to check emails on a regular basis) 52 weeks a year. Hybrid or person applicants welcome.

Employment status: Permanent part-time

Grade: E6-E8

Job Purpose

To support the Local Governance Committee of Corsham Primary School (NOR 660), based across two sites 3 miles apart, in the discharge of their function in accordance with legislation.

Contacts

The post holder will work closely with the Local Governance Committee, Headteacher/s, School Leadership Team and leaders from the Pickwick Academy Trust

Responsible for

Organisation and clerking of Local Governance Committee meetings; updating Governance page on school website; ensuring school policies are kept updated; other administrative tasks relating to the Local Governance Committee.

Immediate Line Manager: Pickwick Academy Trust Head of Governance and Compliance

Key Tasks

1. Local Governance Committee Meetings

- Work with the Chair and Headteacher/s to prepare a logical and concise agenda for the Local Governance Committee (LGC) meeting which takes account of relevant legislation, following the Governance Calendar set out by Pickwick Academy Trust
- Coordinate the production of meeting papers liaising with the Headteacher/s and Chair of Governors.

- Produce, collate and distribute the agenda and papers via Governor Hub so that the recipients receive them at least 7 days prior to the meeting
- 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.
- Record/document all Governance activities via Governor Hub.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings and any apologies via Governor Hub.
- Take minutes of Local Governance Committee meetings, indicating who is responsible for any agreed action with timescales, agree minutes with the chair and Headteacher/s.
- Maintain an Action Log for the LGC, proactively supporting Governors to ensure timely completion of outstanding actions.
- Circulate the approved draft minutes to all governors and any other parties as directed.
- Refer any Governance related Freedom of Information Requests or Subject Access Requests to the Head of Governance and Compliance at Pickwick Academy Trust, and work with the Trust for the execution of these requests.
- Chair that part of the annual meeting at which the chair is elected.

2. Local Governance Administration

- Maintain a database of names, addresses and category Governors and their term of office.
- Advise Governors in advance of the expiry of a Governor's term of office, so elections or appointments can be organised in a timely manner in accordance with agreed procedures.
- Ensure Disclosure and Barring (DBS) has been carried out on all governors.
- Ensure all Governors comply with the annual requirements of the Single Central Record
- Liaise with the Chair on succession planning (of all roles, not just the chair).
- 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
- Undertake the elections for parent and staff governors.

3. Manage Information

- Maintain a register of Governor business interests and related parties' details and ensure this is made available on the school website.
- Maintain a record of training undertaken by Members of the Local Governance Committee.
- Maintain Governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Oversee and maintain the school level policy schedule as provided by the Trust, alert school leaders when policies are due for review and ratification in a timely manner, so that the policies are always up to date.
- Maintain copies of notes/ minutes of any local working parties and all link visits Governors e.g. Child-protection, SEND.
- Maintain an electronic record of signed minutes of meetings in school and ensure copies are sent to relevant bodies, such as auditors, on request and are published as agreed at meetings
- Ensure the correct use and storage of Governance records on Governor Hub
- Liaise with the Trust central team regarding the storage and archiving of meeting papers.
- Maintain records of Local Governance Committee correspondence.
- Ensure that correspondence (e-mail or hard copy) is brought to the attention of the appropriate Governor e.g. relevant training sessions.

- Ensure up to date copies of statutory policies and other school/Trust documents approved by the Governing Board are kept in the school and published as agreed, for example, on the website
- Ensure secure back up of all information
- Ensure that the Governance section of the school website is always up to date and compliant with the current legislative requirements by publishing all required documents relating to Governance.
- Maintain the Governance section of Get Information About Schools for each school carrying out 6 monthly checks and confirmations as required by the Department for Education.

4. Advice, Information, Research

- Advise the Local Governance Committee on new Government legislation and procedural issues, seeking guidance from the Trust where required.
- Research as necessary to be able to advise members and the Local Governance Committee on the law in respect of governance legislation and procedural matters before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters.
- Ensure access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from Pickwick Academy Trust on behalf of the Local Governance Committee.
- Inform the Local Governance Committee of any changes to its responsibilities because of changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation

5. Other Services

- Attend relevant training and Governance Professionals Cluster meetings with Pickwick Academy Trust (held online)
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Perform such other tasks as may be determined by the Local Governance Committee and Pickwick Academy Trust from time to time

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 .
- Read annual updates to The Academy Handbook, Keeping Children Safe in Education and Pickwick Academy Trust's Governance handbooks/procedures.
- Participate in regular performance management.
- Consider working towards professional qualifications such as NGA Clerking Level 3

OTHER:

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across several schools.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:.....