

CHARTERS SCHOOL

JOB ACCOUNTABILITIES

Job Title: Clerk to Trustees	Job number / Grade Scale 5
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JOB PURPOSE

To provide advice and support to the Trustee Board in the performance of its statutory duties.

SCOPE OF JOB (Budgetary/resource control, impact)

Works within the School Governance Regulations regarding the function, responsibilities and authority of school governing bodies. This includes strict time scales relating to the convening of meetings and distribution of minutes etc

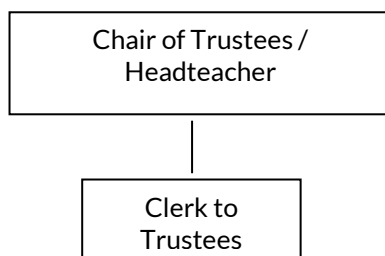
Provides advice to the governing body on governance, constitutional and procedural matters to ensure the governing body is properly constituted.

Liaises with the Headteacher and Chair of Trustees, passing on information and clarifying issues associated with the operation of the Trustee Board.

Will have access to extremely sensitive and highly confidential information, which must be dealt with discretely.

POSITION WITHIN UNIT STRUCTURE

Reports to the Chair of Trustees and Headteacher



KNOWLEDGE, SKILLS & EXPERIENCE

Knowledge of School Governance Regulations would be advantageous but not essential as full training will be provided.

Experienced in minute taking.

Excellent administrative skills.

Proven competency in the use of Microsoft packages, Outlook and internet.

High organisational skills.

Ability to communicate clearly with various local authority organisations and the National Governance Association.

JOB ACCOUNTABILITIES

- Provide advice to the governing body;
- Advise the governing body on governance and procedural matters where necessary before, during and after meetings;
- Act as the first point of contact for trustees with queries on procedural matters;
- 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;
- Support best practice in governance, including on committee structures and self-evaluation;
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of other school staff;
- Advise on the annual calendar of governing body meetings and tasks;
- Send new trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice;
- Contribute to the induction of trustees taking on new roles, in particular chair or chair of a committee;

Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the governing body meetings and committee meetings;
- 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 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 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 trustees (members of the committee), the headteacher (if not a trustee) 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;

Membership

- Advise trustees and appointing bodies in advance of the expiry of a trustee'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 trustee pecuniary interests and ensure the record of trustees' business and personal interests is reviewed regularly and lodged within the school;
- 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 governing body; and maintain trustee 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);

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 trustees e.g. Child-protection, SEND;
- 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 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;

Personal Development

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

Additional Services

- Clerk any statutory appeal committees/panels the governing body is required to convene;
- Assist with the elections of parent and staff (where appropriate) trustees;
- Participate in, and contribute to the training of trustees in areas appropriate to the clerking role;
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (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 trustees relevant to vacancies;

Perform such other tasks as may be determined by the governing body from time to time.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

Charters School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the requirements of Keeping Children Safe in Education (KCSIE) and the school's safeguarding policies. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to safer recruitment procedures, including satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, and other relevant pre-employment checks. Charters School is an Equal Opportunities Employer.

Post holder's signature _____ Name _____ Date _____

Manager's signature _____ Name _____ Date _____