



Schools for Every Child

Governance Clerk

Job details

Payscale: Grade NJC8, Payscale NJC25 (within the range NJC25-NJC28)

Salary: FTE £36,363 (Actual Salary £11,479.01 - £11,637.34)

Contract type: Part time, 38 weeks, Term time

Working Pattern: 14 hrs per week (Monday, Wednesday, Thursday & Friday - hrs vary dependant on meetings)

Reporting to: COO

Main purpose

- Provide advice to the Trustees & LSB's on governance, constitutional and procedural matters.
- Provide effective administrative support to the Trust Board and its committees including three Local School Boards.
- Ensure the governing bodies are properly constituted
- Manage information effectively in accordance with legal requirements
- Plan and collate the meeting agendas for all governance meetings across the Trust, working with the relevant chair for each meeting.
- Ensure all reports and papers for each meeting are collated and uploaded to the relevant drive and shared in a timely manner with all attendees before the meeting.
- Attend all governance meetings as the governance clerk to take accurate minutes.
- Review the minutes taken for each meeting and provide a draft copy and submit for approval to the chair of the meeting and then circulate to all attendees once approved.
- Follow up any actions from the meeting to provide an update in time for the next meeting.
- Administer and keep records accurate and up to date on GIAS and Companies House
- Ensure policies are approved in line with the policy approval list, taken to the correct meetings and notified to confirm they can be published following ratification.
- Administer and keep records of all statutory training, annual forms and acceptance of policies required of governors/ trustees.

- Administer and manage an online filing system of records to ensure they are readily available for audit purposes.

Duties and responsibilities

1. Provide advice to the Trust Board, Trust Committees including Local School Boards.

- Advise the governing bodies on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for Trustees & 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 bodies
- Inform the governing bodies 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 and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff and utilising the policy admin calendar.
- Advises on the annual calendar of governing body meetings and tasks
- Assist with new Trustee & Governors inductions, and ensure they have access to appropriate training, documents, and completion of these are followed up.

2. Effective administration of meetings

- With the chair and senior leader prepare a focused agenda for the governing body meeting/ committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation.
- 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 trustees/ governors of the date of the next meeting
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and then wider circulation to attendees once approved.
- Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- Advise trustees/ 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 governing body pecuniary interests and ensure the record of governors' business interests is reviewed regularly and noted to senior leaders as appropriate.
- Maintain a record of training undertaken by all members, trustees and governors
- Maintain meeting attendance records and advise the chair of potential disqualification through lack of attendance

- Advise the governing bodies on succession planning (of all roles, not just the chair)

4. Manage Information via Governor Hub and Google Drive.

- Maintain up to date records of the names, addresses of all trustees, members and governors 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 approved minutes of meetings 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 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
- Keep up-to-date with current educational developments and legislation affecting trust and school governance
- 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
- Assist with the elections of parent and staff governors
- Assist with the administration around recruitment and onboarding of Trustees and Governors.
- 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) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing bodies, as necessary including the Board report to LSB's each term.
- Conduct skills audits and advise on training requirements and the criteria for appointing new trustees and governors relevant to vacancies
- Perform other administrative/ support tasks as may be determined by the governing bodies from time to time

Person specification

Essential

- Previous experience as a Governance Professional/ Governance Clerk
- Strong organisational skills with the ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Proficiency in Google Office (Word, Excel, Outlook, PowerPoint) or equivalent.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Attention to detail and a high level of accuracy in all work.
- Proven ability to work independently and as part of a team.
- Flexible and adaptable to changing priorities and tasks.
- Good sense of humour

Desirable

- Knowledge of Governance and effective governance meeting practices
- Experience working in an education or not-for-profit setting.

The job description is current at the date shown but in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed

Full Name

Job Title

Date of signature