

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Key areas of responsibility:

The Clerk to Local Governing Committee(s) will:

Provide advice and guidance

- Advise on governance legislation, policy and procedural matters relating to their delegated remit as and when changes occur
- Act as the first point of contact for governors with queries on procedural matters
- Liaise with the Trust Governance Manager and Head of Governance to provide or procure appropriate legal advice, support and guidance related to a committee's delegated remit on the behalf of governors
- Offer verbal advice and/or written briefings on best practice in governance as per DfE guidance (e.g. A Competency Framework for Governance, Governance Handbook)
- Promote compliance with the delegated terms of reference and relevant academy/ies' supplemental funding agreement(s); helping to ensure that governors deliver appropriately robust and respectful challenge and support to hold leaders to account for performance
- Advise on the application of policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants; ensuring the academy policy review schedule is kept up-to-date and brought to the attention of staff for revision in a timely manner
- Assist in the process of evaluating and developing the quality and impact of committee governance

Facilitate effective administration of meetings

- Advise on the annual calendar of meetings and agendas in conjunction with the committee chair(s), headteacher/lead report(s) and Trust Governance Manager
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers 7 days before the scheduled meeting
- Ensure meetings are quorate
- Demonstrate the ability to use professional judgement in drafting accurate minutes of committee meetings, indicating who is responsible for any agreed action with timescales. Send first draft minutes to the committee chair, headteacher and Trust Governance Manager within the agreed timescale
- Upload to SharePoint the approved draft to the committee in readiness for the next scheduled meeting



- Follow-up any agreed action points with those responsible and provide a progress update on their behalf at the next scheduled meeting
- Clerk any statutory appeal and ad hoc /panels the committee is required to convene

Membership

- Ensure an audit of skills is conducted at least bi-annually and advise the outcomes/skills gaps to the committee and Trust Governance Manager to inform future recruitment and training
- Notify governors, the Trust Governance Manager and appointing bodies in advance of the expiry of a governor's term of office, so elections and/or succession planning can be organised in a timely manner
- Chair that part of the meeting at which the committee chair is elected, giving procedural advice concerning the conduct of this and other elections e.g. parents or staff
- Provide recruitment support in adherence with the Trust's governor recruitment process, and Safer Recruitment Policy, liaising as required to ensure that the relevant Single Central Record is kept up to date with governor information
- Liaise with the committee chair to coordinate the onboarding and induction process for new governors, including the issue of a trust email address and secure access to SharePoint (and removal immediately upon their departure)
- Contribute to the induction and development of governors taking on new roles, e.g. chair or vice-chair, designated link governor

Manage statutory information and compliance

- Maintain an up-to-date register of every governor's declared interests, attendance, and training
- Maintain up to date statutory records (including GIAS) and ensure compliance with DfE guidance: <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>
- Inform the relevant committee chair, Trust Governance Manager, Diocesan Governance Officer and any other stakeholders of any changes to committee membership
- Use the Trust's electronic storage system to maintain up-to-date, digital governance records (ensuring the contents of each meeting folder is 'locked' i.e. not changed after a meeting has been held to provide an effective audit trail of committee business),
- Ensure compliance with the suite of Trust Data Protection and Freedom of Information Policy, including Retention and Destruction Policy
- Ensure full compliance with the Trust Safeguarding Policy.

People and relationships

- To develop and maintain productive working relationships whilst maintaining independence by:
- Working collaboratively with other key trust functions including senior leadership so that governance supports and enables the operational delivery of strategic priorities
- Working closely with committee chairs, senior leaders and other clerks across the Trust to promote two-way communication across the Trust governance structure

- Maintaining effective communications with relevant external stakeholders such as Clifton Diocese, other Catholic and LA maintained schools, and the Local Authority

Personal development

- Undertake appropriate and regular training and development to maintain the knowledge, skills and behaviours required in line with DfE guidance: Clerking Competency Framework.

Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the Trust's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Task Time Allocation Per LGC Per Term	Hours
1) Termly (x6) local governing committee meetings (incl. attendance pre & post meeting prep i.e. scheduling, agenda planning meeting, minute production, provision of advice, follow-up action).	7
2) Production of governance records for publication to ensure regulatory compliance (incl. register of interests, attendance, GIAS, school websites).	2
3) Ad hoc leadership of governor recruitment, onboarding and induction.	2
4) Claim overtime for ad hoc panels, travel to/fro meetings not held at your trust base.	
TOTAL HOURS PER LGC PER TERM / ACADEMIC YEAR	11 / 66
5) Termly preparation and attendance at Clerk Forum meetings.	2
6) Termly CPD for self and coordinating governors bookings for training events.	6
TOTAL HOURS PER TERM / ACADEMIC YEAR	8 / 48
TOTAL HOURS PER ACADEMIC YEAR	114

N.B. Tasks 1 – 4 are multiplied by the no. of LGCs but the total hours for tasks 5-6 remain fixed.

To support two LGCs: $66 \times 2 + 48 = 180$ hours in total. Three LGCs: $66 \times 3 + 48 = 246$ hours. Four LGCs: $66 \times 4 + 48 = 312$ hours. Five LGCs: $66 \times 5 + 48 = 378$ hours. Six LGCs: $66 \times 6 + 48 = 444$ hours.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • GCSE English Language (or equivalent) • Relevant professional development as a clerk or personal/executive assistant 	<ul style="list-style-type: none"> • A commitment to attend the national training programme for Clerks or its equivalent • Experience of clerking in a multi-academy trust
Skills & Knowledge	<ul style="list-style-type: none"> • The understanding and ability to demonstrate the knowledge, skills and behaviours required to provide professional clerking in line with the Clerking Competency Framework (DfE) • Proficient use of IT including MS Office, Teams and SharePoint • Good verbal and written communication skills and stakeholder engagement at all levels • Effective time management and working to deadlines • Accurate digital ways of working including record keeping, information retrieval and dissemination data/documentation • Writing agendas and accurate concise minutes which capture key points of debate, decisions and actions demonstrating governors' fulfilment of the delegated remit • Planning and organising meetings 	<ul style="list-style-type: none"> • Using the internet to access relevant information • Knowledge of governing procedures relevant to charitable companies • Knowledge of education sector and other relevant legislation, guidance and legal requirements • Knowledge of the respective roles and responsibilities of governors, the Headteacher, the Trust, the LA, Diocese and the DfE
Personal Qualities	<ul style="list-style-type: none"> • Person of integrity- able to maintain confidentiality and remain impartial • Flexible approach to working hours • Sympathetic to the needs of others and open to learning and change • Positive attitude to personal development and training • Good interpersonal skills, Enthusiastic and resilient • Commitment to, and support for the vision and values of the Trust 	<ul style="list-style-type: none"> • Sense of humour
Other Factors	<ul style="list-style-type: none"> • Satisfactory Safer Recruitment Checks • Must show understanding of equal opportunities, principles and practices • Able to work at times convenient to the governors, including evening meetings • Able to travel to meetings and manage virtual meetings • Available to be contacted at mutually agreed times 	