

## Job Description: Clerk to Local Governing Committees or Trust Board Committees

Responsible to:	Head of Governance & Policy
Job Type:	Permanent
Grade:	7
Hours per week:	2.25 per week per school
Working weeks:	38
Location	<sup>1</sup> Cambrian Learning Trust Schools

### Summary

The role of the Clerk is central to the effective organisation of governing committee work and a valuable source of expertise. It also offers the postholder to make an important contribution to improving our schools and the outcomes for children and young people. The postholder will be responsible for supporting governors in exercising their duty in order that the governing committee can stay clearly focused on its core purpose.

### Main Responsibilities

#### Organisation

- Provide advice to the governing committee on governance and procedural matters, in line with the Trust guidance and procedures.
- Provide effective administrative support to the governing committee, including the taking of minutes of meetings and preparation of agenda and related papers.
- Ensure the governing committee is properly constituted.
- Manage information effectively in accordance with statutory requirements.

#### Provide advice to the Governing Committee

- Advise the governing committee of governance legislation and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters.
- Have access to appropriate legal advice, support and guidance, and where necessary, seek advice and guidance from the Trust Head of Governance and Policy on behalf of the governing committee.
- Ensure that statutory policies are adopted.
- Advise on the annual calendar of governing committee meetings and tasks, as outlined in the Trust's Governing Committee Year Planner.

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at

## Effective Administration of Meetings

- With the Chair and Head Teacher prepare a focused agenda for governing committee meetings.
- Liaise with those preparing papers to ensure documents are available at least seven days in advance of each meeting.
- 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 governors of the date of the next meeting.
- Draft accurate minutes of governing committee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and Head Teacher within seven days of the meeting.
- Circulate the reviewed draft to all governors (members of the committee), the Head Teacher (if not a governor) and other relevant bodies as agreed by the Trust and within the agreed timescales.
- Follow up any agreed action points with those responsible and inform the Chair of the progress.

## Membership

- Advise governors and appointing committees in advance of the expiry of a governor's term of office, so that elections or appointments can be organised in a timely manner in line with Trust guidelines.
- 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 governor pecuniary interest through Governor Hub and ensure the record of governor's business interests is reviewed biannually and lodged on Governor Hub; ensuring they are published on the school website.
- Maintain a record of training undertaken by members of the governing committee through Governor Hub.
- Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise the governing committee on succession planning (of all roles, not just the chair).
- Send new governors induction materials and ensure they have access to appropriate documents, including the Code of Conduct.
- Contribute to the induction of governors taking on new roles, in particular Chair or Chair of a committee.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.

<sup>1</sup> *Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at*

## Managing Information

- Maintain up to date records of the names, addresses and category of governing committee members and their terms of office through Governor Hub and Get Information About Schools, and inform the governing committee and the Trust Head of Governance and Policy of any changes to its membership.
- Maintain copies of current Instrument of Government, terms of reference and membership of any committees and working parties and any nominated link governors e.g. Child protection, SEND, Safeguarding through Governor Hub.
- Maintain a record of signed minutes of meetings in school through Governor Hub, ensure copies are sent to relevant bodies on request and are published on the school website as agreed at meetings.
- Maintain records of governing committee correspondence.
- Ensure copies of statutory policies and other school documents approved by the governing committee are kept in the school and published as agreed, for example, on the website.
- Ensure the governors page on the school website is current and in line with DfE guidelines.

## Additional Services

### The Clerk may be asked to undertake the following additional duties:

- Clerk panels, in line with Trust Policy and Procedure.
- Assist with the elections of parent and staff 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 and Science (DfES), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the governing committee as necessary.

## General Duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply

<sup>1</sup> *Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at*

with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The working hours of the post will depend on the school they are assigned to, the number of governing committees meetings held each year and whether there are any sub-committees meetings.

A Clerk is remunerated for their time at meetings and for the time they spend at home on related duties, such as administrative support, meeting preparation, writing up of minutes and other tasks and responsibilities as laid out above.

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

<sup>1</sup> *Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at*

## Qualifications and Experience

<b>Qualifications, Education and Training</b>	<ul style="list-style-type: none"> <li>• NVQ 2 of equivalent qualification or experience in relevant discipline</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative/financial work</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT packages including Microsoft Office</li> <li>• Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Knowledge of GDPR</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good listening, numeracy/literacy skills, ideally including minute taking.</li> <li>• Effective communication skills, in person, by email or telephone</li> <li>• Ability to relate and communicate effectively and build strong working relationships.</li> <li>• Organised and thorough, with a good eye for detail and ability to work to deadlines.</li> <li>• Rigorous and methodical with the ability to manage own workload and meet deadlines.</li> <li>• Ability to identify own training and development needs and cooperate with means to address these.</li> <li>• Ability to maintain confidentiality and remain impartial.</li> <li>• Have good interpersonal skills</li> </ul>
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• Be able to demonstrate a willingness to attend appropriate training and development.</li> <li>• Have a positive attitude towards personal development and training.</li> <li>• Contribute positively and play a proactive role in achieving individual and team objectives, to timetable and work plan.</li> <li>• Have a flexible approach to working hours, to work at times convenient to the governing committee, including evening meetings.</li> <li>• Able to travel for meetings.</li> <li>• To be contacted at mutually agreed times.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To be a person of integrity</li> <li>• To be sympathetic to the needs of others</li> <li>• Have an openness to learning and change</li> </ul>

<sup>1</sup> *Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at*