



Job Description – Clerk to Board of Trustees

The main purpose of the role is to:

- Provide advice to the Members, Trustees and Governors (referred to throughout as ‘governors’) and the Local Governing Body and the Board of Trustees (referred to throughout as ‘the governing body’) on governance, constitutional and procedural matters
- Provide advice to the Chief Executive Officer and Head Teachers within the Trust (referred to throughout as ‘Head Teacher’) on governance, constitutional and procedural matters
- Provide effective administrative support to the governing body and its committees
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements
- Liaise with the Company Secretary regarding appointments, resignations, special resolutions and other matters

Main responsibilities and tasks:

1. Provide advice to the governing body

- Advise the governing body on 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 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
- 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
- Prepare and distribute the annual calendar of governing body meetings and tasks
- 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

2. Effective administration of meetings

- With the chair and Head Teacher prepare a focused agenda for governing body meetings, including Local Governing Body, Board of Trustees and Finance and Personnel/Audit 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 governors at meetings (noting whether apologies 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 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 Head Teacher
- Distribute the reviewed draft to all governors (members of the committee), the Head Teacher and other relevant body 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

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments are 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 pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Liaise with the Trust Business Manager regarding the register of pecuniary interests and DBS checks
- Maintain a record of training undertaken by members of the governing body
- Maintain governor 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)

4. 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 governors 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, the Company Secretary 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 signed and kept in the school and 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 school governance
- Participate in regular performance management

6. Additional Duties

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
- Participate in, and contribute to, the training of governors in areas appropriate to the clerking role
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Perform such other tasks as may be determined by the governing body or Head Teacher from time to time