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**Clerk to the Local Governing Bodys**

**Job Description**

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| **Grade:** | **Kent Range KR7**  *150 hours/annum plus 10.70 hours holiday entitlement* |
| **Responsible to:** | **Local Governing Body** |

**Purpose of the Job:**

The clerk to the Local Governing Bodies will be accountable to the governing body, working effectively with the chair of governors and with the headteacher and other governors. The clerk will be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing body business and observe confidential requirements.

**Key duties and responsibilities:**

The clerk will support the efficient and effective functioning of local committees through:

* With the LGB Chairs, prepare a focused agenda for each of the Local Governing Body meetings
* Attend Trust Board, Finance & Audit and Education Committee meetings and take minutes.
* Write minutes of the meetings for Chair’s approval and publication.
* Provide administrative and organisational support to the Chair’s of the LGBs
* advice and guidance to ensure that the committee works in compliance with the appropriate legal and regulatory framework, including the trust’s scheme of delegation and the committee’s terms of reference
* advice on procedural matters relating to delegated powers and responsibilities
* helping to ensure that committee business delivers high standards of challenge and support that compliments respective improvement plans
* advising on the application of local policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants
* assisting in the process of evaluating and developing the quality of governance at local level
* Maintain a record of training undertaken by LGB governors.
* Ensure business interest forms are completed by LGB governors and reviewed annually, with the relevant information published on the Trust website.
* Liaise with Governance Professional to ensure agenda items and actions are communicated between the LGB’s and Trust Board as necessary

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: …………………………………………… Signed: ……………………………………………

Date: …………………………………………… Reviewed: October 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.