

Putting the education, training and aspiration of learners foremost

Job Description

Job Title: Clerk to the Trust Board

Responsible to: Chair of Trustees

Date: ASAP

Purpose:

Provide advice and guidance to the Trust Board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of the Trust Board and its committees by providing:

- administrative and organisational support;
- guidance to ensure that the Board works in compliance with the appropriate legal and regulatory framework, and understands the potential;
- consequences for noncompliance; and
- advice on procedural matters relating to the operation of the Board.

Main Responsibilities and tasks

The clerk to the Trust Board will:

Provide advice to the Trust Board

Advise the Board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance.

Advise the Trust Board on governance legislation and procedural matters where necessary before, during and after meetings.

Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust Board.

Inform the Trust Board of any changes to its responsibilities as a result of a change in college status or changes in the relevant legislation.

Advise the Board on the regulatory framework for governance (Maintained College Regulations/Academies, Company Law, Charity Law, Articles of Association and Funding Agreement).

Offer advice on best practice in governance, including on committee structures and self-evaluation.

Ensure that statutory policies are in place, and that staff revise these when necessary.

Advise on the annual calendar of Trust Board meetings and tasks.

Send new Trustee induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.

Contribute to the induction of Trustee taking on new roles, in particular Chair of the Board or Chair of a committee.

Identifies priorities, anticipates issues which may arise and draws these matters to the Chair's attention and proposes recommendations.

Effective administration of meetings

With the Chair and Principal, prepare a focused agenda for the Trust Board meeting and 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 or the articles of association.

Ensure meetings are quorate.

Record the attendance of Trustee at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Trustee of the date of the next meeting.

Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the Trust Board), the Principal.

Circulate the reviewed draft to all Trustee/ members of the committee, the Principal (if not a Trustee) and other relevant Board associates, such as the local authority/diocese/foundation as agreed by the Trust Board and within the timescale agreed with the Trust Board.

Follow-up any agreed action points with those responsible and inform the Chair of progress.

Membership

Advise Trustee and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the Board's capacity and skills mix.

Establish, in discussion with the Board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.

Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.

Collate and maintain information about Trustees such as any pecuniary interests and where required publish this information on the college's website.

Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.

Maintain a record of training undertaken by members of the Trust Board; and

Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.

Advise the Trust Board on succession planning (of all roles, not just the Chair)

Manage Information

Maintain up to date records of the names, addresses and category of Trust Board members and their term of office, and inform the Trust Board 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 Trustee e.g. SEND.

Maintain a record of signed minutes of meetings in college, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.

Maintain records of Trust Board correspondence.

Ensure copies of statutory policies and other college documents approved by the Trust Board are kept in the college and published as agreed, for example, on the website.

People and relationships

Develop and maintain effective professional working relationships with the Chair, the Board and executive leaders.

Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

Personal Development

Undertake appropriate and regular training to maintain knowledge and improve practice.

Keep up-to-date with current educational developments and legislation affecting college governance.

Participate in regular performance management.

Additional services

The clerk may be asked to undertake the following additional duties:

Clerk any statutory appeal committees/panels the Trust Board is required to convene: if the clerk is not contracted to set up and clerk these panels, the Trust Board will have to make an alternative arrangement.

Assist with the elections of parent and staff Trustee.

Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.

Maintain archive materials.

Prepare briefing papers for the Trust Board, as necessary.

Conduct skills audits and advise on training requirements. Perform such other tasks as may be determined by the Trust Board from time to time.

Person Specification	Essential	Desirable
Qualifications		
Good level of general education	✓	
Skills knowledge and Attributes		
The clerk should be able to provide evidence of the following:	✓	
• good listening, oral and literacy skills;	✓	
• writing agendas and accurate concise minutes;	✓	
• ICT including keyboarding skills;	✓	
• organising their own time, using initiative and working to deadlines;	✓	
• organizing meetings;	✓	
• record keeping, information retrieval and dissemination of governing body information, to the Board, governing body and relevant partners;	✓	
• using the internet to access relevant information;		✓
• developing and maintaining contacts with outside agencies e.g. departments of the LA and the DfES;		✓
• knowledge of governing body procedures;		✓
• knowledge of educational and academy legislation, guidance and legal requirements;		✓
• knowledge of the respective roles and responsibilities of the governing body, the principal, the LA and the DfE;.		✓
• knowledge of Equal Opportunities and Human Rights legislation;		✓
• knowledge of Data Protection legislation.		✓
Qualifications and training		
The clerk should:		
• be able to demonstrate a willingness to attend appropriate training and development;	✓	
• have an NVQ Level 3 in Business Administration or equivalent experience;	✓	
• have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.		✓
Experience		
Clerks should be able to produce evidence of:		
• relevant personal and professional development;		✓
• working in an environment where experiences included taking initiative and self-motivation;		✓
• working as a member of a team.		✓
Personal attributes		
The clerk should:		
• demonstrate and maintain integrity, impartiality and confidentiality	✓	
• ability to demonstrate commitment to equal opportunities;	✓	

• Have a flexible approach to working hours;	✓	
• be sympathetic to the needs of others;	✓	
• have an openness to learning and change;	✓	
• have a positive attitude to personal development and training;	✓	
• have good interpersonal skills.	✓	
Special requirements		
The clerk should:		
• be available to be contacted at mutually agreed times;	✓	
• be able to work at times convenient to the Trustees and governing body, including evening meetings;	✓	
• be able to travel to meetings.	✓	