

APPENDIX N

CLERK ROLE DESCRIPTION

Overview

The main purpose of the Clerk is to provide advice to the Governing Body / Academy Committee on governance, constitutional and procedural matters.

Governing bodies may require advice in regard to exercising the Governing Body / Academy Committee functions and the Clerk should;

- Provide effective administrative support to the Governing Body and/or the Academy Committee;
- Ensure that the Governing Body and/or the Academy Committee is properly constituted;
- Manage information effectively in accordance with legal requirements

The Clerk will dotted line report to the Chair of the Governing Body/Academy Committee on all matters relating to the meetings and the Company Secretary of the Trust for all governance and governor matters.

Role Purpose

The Clerk to the Governing Body will;

Provide advice to the Governing Body / Academy Committee

- Advise the Governing Body / Academy Committee 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 advice, support and guidance, and where necessary seek advice and guidance from the Company Secretary on behalf of the Governing Body;
- Inform the Governing Body / Academy Committee of any changes to its responsibilities as a result of a change in Academy status or changes in the relevant legislation;
- Offer advice on best practice in governance, including on governance structures and self-evaluation;
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of Governing Body / Academy Committee meetings and tasks;
- Provide new Governor induction materials and ensure that they have access to appropriate documents, including the agreed Code of Conduct;
- Assist with the recruitment of Governors, including liaising with the Education Commission where required; and
- Maintain an accurate and up to date training log for the Clerk and Governors, providing regular updates to the Company Secretary.

Effective administration of meetings

- With the Chair and Executive Principal/Academy Principal or Headteacher, prepare a focused agenda for the Governing Body / Academy Committee Meeting;
- Liaise with those individuals preparing papers to ensure that they are available on time and distribute the agenda and papers as required by the Terms of Reference;
- Ensure meetings are quorate;
- Record the attendance of Governors at meetings (and any apologies) and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting;

In order to perform this role well, a Clerk is expected to;

- Attend induction training and regular relevant training and development events;
- Attend meetings and read all meeting materials ahead of the meeting;
- Behave in a professional manner, as set down in the Clerk Code of Conduct, including acting in strict confidence.
- Act as the key link between the Chair of Governors and Company Secretary

Skills and Attributes

A Clerk should be able to demonstrate a good selection of the skills/attributes set out below:

Core skills and competencies of a Clerk;

- Commitment to the Trust and its Academies
- Good understanding of the environment in which the Trust is operating and wider education policy
- Personal integrity
- Strong communication skills
- Good organisational skills
- To attend meetings and be prepared to contribute to discussions;
- To be respectful of the views of others and be open to new ideas and thoughts;
- To treat all information confidentially;
- To support the Trust and its Academies in public and act as an ambassador for the Trust
- To commit to training and skills development;

Training Requirements

The Clerk is expected to undertake all mandatory training identified by the Trust as identified from time to time.

Additional training may be sought from external third parties to assist Clerks in the fulfilment of their duties and such training will be arranged by the Company Secretary.

Time commitment

The expectation is that Clerks should commit between 10 – 15 days per year.

Clerks should aim to keep their time commitment below the 15 day limit per academy committee or EGB and in line with any contractual provisions the Clerk has with the Trust, however if the time commitment is proving to be significantly more than 15 days or outside of their contractual provisions, it may be productive to meet with the Company Secretary to review the capacity.