

JOB DESCRIPTION

Job Title: Clerk to the Local Governing Body

Main Purpose:

Provide advice to the Local Governing Body of One Sixth Form College and the Local Governing Body of Abbeygate Sixth Form College on governance, constitutional and procedural matters. Regulations require Governing Bodies to have regard to advice from the Clerk in order that they can exercise the following Governing Body functions:

- Effective administrative support to the Local Governing Body
- Ensure the Local Governing Body is properly constituted
- Manage information effectively in accordance with legal requirements

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

The Clerk to the Local Governing Body will:

1. Provide advice to the Local Governing Body

- Advise the Local 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 Local Governing Body;
- Inform the Local Governing Body of any changes to its responsibilities as a result of a changes in the relevant legislation
- Offer advice on best practice in governance, including on self- evaluation
- Ensure that statutory policies are in place, and are revised when necessary
- Advises on the annual calendar and annual business cycle of Local Governing Body meetings and tasks.
- Provide induction, ensuring that Governors are appropriately equipped and understand their roles

2. Effective administration of meetings

- With the Trust Secretary, Chair and Principal prepare agendas for the Local Governing Body meetings of the Trust ensuring the responsibilities of the annual business cycle and scheme of delegation are fulfilled in the academic year

- 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 and take appropriate action in relation to absences in consultation with the Trust Secretary and the Chair;
- Draft minutes of Local Governing Body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair;
- Publish the minutes once approved on the respective Sixth Form College website.
- Follow-up any agreed action points with those responsible and report upon that progress to the Local Governing Body.

3. Membership

- Advise the Chair and the Local Governing Body in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Maintain a register of Governor pecuniary interests and ensure the record of Governors' business interests is reviewed annually;
- Maintain a register of Senior Staff pecuniary interests and ensure the record of business interests is reviewed annually;
- Ensure Disclosure and Barring (DBS) checks have been carried out on any Governor prior to the commencement of their term of office
- Maintain a record of training undertaken by members of the Local Governing Body;
- Maintain Local Governing Body Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- Advise the Local 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 Local Governing Body members and their term of office, and inform the Local Governing Body of any changes to its membership
- Maintain up to date records of the members of the Local Governing Body on the respective websites of the Sixth Form College
- Maintain records of current terms of reference and membership of the Local Governing Body and any nominated governors e.g. Safeguarding and Child Protection, SEND etc
- Maintain a minute book of Local Governing Body meetings and ensure copies are made available upon request;
- Maintain records of and Local Governing Body correspondence
- Ensure copies of statutory policies and other school documents approved by the Local Governing Body are kept, maintained and reviewed in accordance with the Scheme of Delegation of the Trust.

5. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting Multi Academy Trust governance
- Participate in regular performance management reviews

6. Additional Services

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

- Clerk meetings of the Trust Board or its Committees in the absence of the Trust Secretary.
- Organise the elections/nominations of parent and staff governors
- Facilitate, participate in, and organise the training of governors in areas appropriate to the Clerking role
- Prepare briefing papers for the Local Governing Body, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new Governors relevant to vacancies
- Perform such other tasks as may be determined by the Trust Secretary or Governing Body from time to time

Person Specification

This person specification lists the competencies expected of an experienced/qualified Clerk/Governance Professional. The two right hand columns provide guidance for the appointment of new Clerks. (Essential criteria, Desirable criteria)

| Sections | Essential | Desirable |
|---------------------------------|---|--|
| Skills, Knowledge and Aptitudes | A Clerk should be able to demonstrate evidence of the following: | |
| | Good listening, oral and literacy skills | Using the internet to access/research relevant information |
| | Writing agendas and accurate, concise minutes | Developing and maintaining contacts with stakeholders |
| | Good ICT including keyboarding skills | Knowledge of Multi Academy Trust governance |
| | Organising their time and working to deadlines | Knowledge of educational legislation, guidance and legal requirements |
| | Organising meetings | Knowledge and understanding of Safeguarding, Equal Opportunities and Health and Safety legislation |
| | Record keeping, information retrieval and dissemination of Local Governing Body data/documentation, to the Local Governing Body | Knowledge and understanding of Data Protection legislation |
| | Knowledge of Local Governing Body procedures | |
| | Knowledge of respective roles and responsibilities of the Local Governing Body, Chair, Principal | |
| Qualifications and Training | The Clerk should: Be able to demonstrate a willingness to attend appropriate training and development. | |
| | Be qualified in Governance at Level 4 or have a minimum of 3 years' experience in a governance role. | |
| Experience | Working as a member of a team | Clerks should be able demonstrate evidence of: Experience and knowledge of the |

| | | |
|----------------------|--|--|
| | | education sector |
| | | Relevant personal and professional development |
| | | Working in an environment where experiences included taking initiative and self-motivation |
| Personal Attributes | The Clerk should: | |
| | Be a person of integrity | |
| | Be able to maintain confidentiality | |
| | Be able to remain impartial | |
| | Have a flexible approach to working hours | |
| | By 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 able to work at times convenient to the Local Governing Body and the Trust, including late afternoon meetings | |
| | Be able to travel to meetings | |
| | Be available to be contacted at agreed times, in agreed ways | |

Further Information

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.