



Clerk to the Governing Body of St Mary's CE High School.

Overview

We are seeking a part-time professional Clerk to support the Chair of Governors and the wider Governing Body. The role is critical to ensuring the effectiveness of our Governing Body in fulfilling its core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the school and its pupils, and the performance of staff
- Overseeing the financial performance of the school and making sure that money is well spent.

St Mary's is a Single Academy Trust, with two tiers of governance:

- **Members:** responsible for approving changes to the constitution (subject to DfE approval) and other fundamental decisions relating to the Academy Trust. Members also have the right to remove a governor by ordinary resolution (a vote passed by a simple majority of members).
- **Directors and Trustees:** The directors and trustees of the Company are the governors, responsible for the strategic direction of the school. Governors have the same legal duties and responsibilities as company directors; they also have duties under charity law as charity trustees.

Our Members and Trustees are from varied backgrounds and bring a range of experience and skills to the Governing Body.

Job Description

Job Title: Clerk to the Governing Body

Responsible to: Chair of Governors

Salary Range: H6/H7

Accountability: Accountable to the Governing Body in all matters relating to this role.

Core purpose Responsible for advising the Governing Body on governance, procedures and compliance and will directly contribute to the efficient conduct of the Governing Body, enabling coherent and effective decision making.

Act as company secretary to the Academy Trust and be responsible for compliance with all applicable company law in relation to the operations of the Trust.

Administrative Support

- Work effectively with the Chair and Headteacher before all governing body meetings to prepare a clear agenda which takes account of DfE, ESFA, and company law guidance / requirements, as well as any local issues, and is focused on strategy and school improvement
- Encourage that any supporting papers are submitted and published on time, so that governors have the opportunity to consider papers in advance of meetings
- Produce, collate and distribute the agenda and papers within established timescales
- Record meeting attendance and give appropriate advice regarding absences
- Provide impartial advice and guidance to the governing body that is clear, well organised and logical in relation to governance legislation, company law and procedural matters
- Understand where conflicts of interest may arise and provide advice on how to address these
- Take notes of meetings and prepare minutes that contain a clear record of debate, challenges and decisions, recording all actions accurately and objectively
- Advise governors of the dates of meetings and remind of the need to complete actions in advance
- Attend such working party meetings as may be required from time to time and keep such notes as may be required by the chair of the relevant working party
- Clerk all exclusion and complaint hearings, including the administrative tasks to set up such hearings
- After gaining approval to the draft minutes from the headteacher and chair, circulate these to all governors within agreed timescales. Keep a file of signed minutes within school as an archive record

Governing body membership

- Keep updated databases of governing body members and their terms of office and also the skills audit to support the governing body's recruitment and succession planning processes.
- Advise the headteacher and chair of the expiry of terms of office before they expire so elections / appointments can be made in a timely manner
- Inform the governing body / Academy Trust of any changes to its membership and/or vacancies
- Keep companies house updated in relation to all appointments and resignations of governors.
- Arrange for newly appointed governors to be sent an induction pack including the DfE's Governance Handbook and other relevant government / online information
- Maintain copies of current terms of reference and membership of committees and working parties and governor links
- Ensure that a register of governing body pecuniary / personal interests is maintained, reviewed annually, and kept up to date on the schools' website
- Liaise with the schools HR Manager to ensure new governors complete and submit pre-appointment check forms and provide the necessary information to enable the registration of their appointment on to the appropriate databases
- Ensure all new governors sign the Code of Practice for School Governors upon appointment and that the code is re-signed annually by all governors

Advice (Regulatory Framework)

- Advise the governing body on all procedural issues, governance structures and appropriate schemes of delegation, ensuring that proper processes are followed and decisions are made correctly
- Alert the chair when the governing body is at risk of overstepping its strategic role or where governors' behaviour is not in line with the code of conduct and know how to share concerns if misconduct is suspected
- Access legal advice, support and guidance for the governing body as required, including in relation to hearings of exclusion appeals and complaints
- Take action on the governing body's agreed policy to support new governors, giving advice on required and recommended training
- Advise on the requisite contents of the school's website as it relates to Governance
- Ensure that all statutorily required policies are in place and statutorily required documents logged with the appropriate authorities, and that the school's central resources library and website contain the latest versions of policies and other school documents approved by the governing body
- Maintain records of all governing body correspondence
- Understand the value of the governing body's self-evaluation and help facilitate this through accurate record keeping of attendance

In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

This job description may be subject to amendment or modification at any time.