

**JOB DESCRIPTION: SUPPORT STAFF**

**Job Title: Clerk to Governing Board**

**Salary Scale: CVCC D**

**Hours of Work:** 400 hours pa

Thursdays 14:00 – 17:00 x 38 weeks in College (preferred – not essential)

Remainder of hours (286) to be worked evenings across the year according to meeting schedule and demands of the role (over 41 weeks)

**Clerk to Governors (including Company Secretary)**

* To provide advice to the governing board and its individual members on governance, constitutional and procedural matters, ensuring the board meets its statutory requirements. *Legislation introduced by* *the Department for Education in 2013 requires governing boards to have regard to advice from the clerk with regard to exercising their functions.*
* To act as Company Secretary and ensure all statutory registers are kept up to date.
* To provide administrative support to the governing board, its committees and individual governors to facilitate effective and efficient meetings and strategic governance. To make a key contribution to ensuring a strong evidence base is provided for Ofsted/Audit through an accurate record of governing board challenge, actions and decisions via concise and accurate minutes.
* To manage information effectively and in accordance with legal requirements, observing confidentiality where necessary.
* To facilitate and co-ordinate the induction process for new governors and promote governor training, succession planning and recruitment based on the skills required to fulfil the governing board’s three key roles.

**Main Duties & Responsibilities:**

* Provide advice to the governing board. In the role of adviser the clerk will act to support, advise and enhance the work of the governing board within the framework in which it operates.
* Advise the governing board and its individual members on governance legislation, constitutional, legal and procedural matters where necessary before, during and after meetings.
* Act as the first point of contact for governors and associate members needing information or advice relating to their statutory functions. Research or signpost to answers, including seeking advice from third party organisations.
* Assess facts, opinions and situations accurately and exercise sound judgement.
* Remain objective at all times; remain neutral and be the ‘constitutional conscience’ of the board.
* Demonstrate knowledge of the three main roles of the governing board and of the DfE Governors’ Handbook and the relevant governor regulations in the context within which they are working.
* Understand the governor role in school improvement and have knowledge of current Ofsted requirements. Advise on governing board functions and the powers to delegate its functions and proper procedures with respect to committees.
* Ensure the governing board meets its statutory obligations and inform the board of any changes to its responsibilities as a result in a change of school status or changes in the relevant legislation.
* Offer advice on best practice, including committee structures, levels of delegation, terms of reference, quorum, annual cycle of business, policy review cycle, self-evaluation, skills audit, governor training and governance procedures.
* Alert governors where a conflict of interests may be perceived so appropriate action can be taken.
* Have the ability, knowledge and confidence to challenge and intervene.
* Have an understanding of, and develop skills in, resolving impasse and conflict.
* Advise the governing body on procedures and practice for formal hearings and appeal panels ensuring statutory timeframes and legal requirements are adhered to before, during and after the process, to include attending the hearing to provide advice and accurately minute the proceedings.
* Build effective working relationships with governors, the principal, associate members, school staff and external agencies as required.
* The clerk is required to work irregular and unsociable hours, often responding to differing requests from a range of sources on an unpredictable basis.
* To provide administrative support to the governing board. In the role of administrator the clerk will support the work of the board, its committees and individual governors through planning, preparation, research and administration.
* Work with the chair (or chair of committee) and the Principal to prepare a focussed agenda for strategic governor meetings and distribute within statutory timeframes: at least seven days before committee meetings and fourteen days for Members and Board meetings.
* Liaise with those preparing papers to ensure they are available on time and distribute, including those required by legislation and regulations.
* Ensure meetings are quorate; record the attendance of governors and apologies, including whether the apology is sanctioned, and any declarations of interest.
* Make notes at the meeting in order to produce minutes to an agreed timescale that are clear and unambiguous. Maintain a record of responsibility and timescale for agreed actions to inform the work of governors between meetings.
* To provide a key contribution to the evidence base for Ofsted/Audit by providing an accurate record of governing board challenge, actions and decisions through concise and accurate minutes.
* To facilitate strategic governance and in consultation with the governing board produce an annual cycle of full board and committee meetings, ensuring statutory requirements are met, there is no duplication between committees and the cycle reflects the point in the academic year by which items must be completed.
* Co-ordinate the arrangements for additional and emergency meetings e.g. exclusions, staff discipline, complaints.
* Clerk some or all statutory and non-statutory Governing Body committees.
* To manage information effectively. In the role of information manager the clerk will establish and maintain good communication systems, in accordance with legal requirements; and positive working relationships, observing confidentiality where necessary.
* Maintain an accurate record of membership of the Governing Board; advise the board on the expiry of terms of office, potential vacancies and the necessary succession planning for all roles.
* Notify Companies House of all appointments and resignations of governors.
* Receive, record and distribute incoming correspondence on behalf of the governing board. Ensure that guidance on new legislation is disseminated to appropriate governors and used to inform governing body meetings. Use appropriate and agreed channels of communication and ensure that communication is effective and ‘fit for purpose’.
* Ensure that all governors, including new governors and reappointed governors, complete a Declaration of Eligibility form and ensure DBS checks are carried out as agreed by the board. Ensure that the Disqualification by Association requirements are only applied where appropriate and do not breach the requirements of the Data Protection Act.
* Ensure a register of relevant business and pecuniary interests is maintained, reviewed at least annually, is on every agenda, drawn to governors’ attention at all meetings, is published on the school website and updated in the statutory books.
* Maintain relevant filing for the Governing Body including a complete set of approved minutes of all Governing Body and Committee meetings (where appropriate) and all other associated paperwork. Ensure part two (confidential) minutes are dealt with appropriately so confidentiality is maintained. Be aware of requirements under a Freedom of Information access request.
* Co-ordinate compliance of the governing board with relevant regulatory, statutory and administrative requirements, advising on responsibilities and liaising with third parties as required. Ensure that the board have published all legally required/statutory information on line.
* Ensure that statutory/legally required policies are in place and that records are maintained of all school policies and other school documents approved by the Governing Board. Advise the governing board of the dates on which policies are due to be reviewed by maintaining a policy cycle.
* Co-ordinate all the information required to comply with legislation and regulations and ensure it is of high quality.
* To facilitate and co-ordinate the induction process for new governors and promote governor training. In this role the clerk will assist the governing board to identify skill gaps and training requirements and cater for future needs through succession planning.
* Keep accurate and up to date training records as evidence for Ofsted.
* Co-ordinate a regular skills audit to identify training requirements.
* Co-ordinate the induction process for new governors. Provide all new governors with a school based induction pack, offer support and advise on statutory and best practice requirements as required, highlighting relevant training opportunities.
* Keep abreast of developments in school governance including legal developments by attendance at training events, via the Governor Support team and through other relevant media in order to provide pro-active support to the Governing Body.
* Undertake appropriate and regular training and development to improve practice, maintain and extend knowledge, skills and expertise.
* Advise the governing board on the process and procedure for the election of the chair (and vice-chair); chair the meeting for the election of the chair.
* Manage the appointment and election of all governors, in accordance with the guidance in the Governors’ Handbook and Governor Support recommended good practice. Liaise with the appropriate appointing body (eg diocese, trust) as appropriate.
* Liaise with third parties (e.g. SGOSS) to help identify potential future governors, with appropriate skills.
* Ensure that associate members are appropriately supported and informed in order to effectively contribute to the committees on which they serve.
* Ensure that the Company Accounts are filed with Companies House within the correct timescales and that any person entitled to receive copies of accounts does so.

TO WHOM RESPONSIBLE:

Chair of Governors/College Manager

This job description is not a comprehensive definition of the post. Opportunity to discuss your individual responsibilities will be available during your appraisal interview with your line manager, which will normally take place in the summer term.

**Person specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Skills, knowledge and aptitudes | * Good listening, oral and literacy skills * ICT including keyboard skills * Ability to organise time & work to deadlines * Using the internet to access relevant information * Ability and willingness to work individually, using own initiative * Ability to work in an organised and methodical manner * Ability to work as a team member * Experience of Microsoft Office Packages, including Word & Excel | * Previous experience as a PA * Experience of organising meetings, writing agendas and accurate, concise minutes & record keeping * Developing and maintaining contact with outside agencies e.g. Governor Support * Knowledge of educational legislation, guidance & legal requirements * Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes * Knowledge of the respective roles and responsibilities of the governing board, Principal, the LA & the DfE * Awareness of GDPR legislation to handle information securely in a confidential & impartial manner | Application form & interview |
| Qualifications & training | * Demonstrate a willingness to attend training & development opportunities | * NVQ Level 3 in Business Administration or equivalent experience | Application form & interview |
| Experience | * Experience of taking initiative and self- motivation * Evidence of working as a member of a team | * Evidence of relevant personal and/or professional development | Application form & interview |
| Personal qualities | * Demonstrate & maintain integrity, impartiality & confidentiality * Have a flexible approach to working hours * Ability to demonstrate commitment to equal opportunities * Have an openness to learning and change |  | Application form & interview |
| Special requirements | * Ability to work at times convenient to the governing board, including evenings * Ability to travel to meetings |  | Application form & interview |