

## Job Description and Person Specification Clerk to the Board of Trustees

Role and Context	
Job Title	Clerk to the Board of Trustees
Salary Grade	£20 to £30 per hour (dependent on experience)  Hours to be agreed in advance – it is expected that a 2 hour meeting will require no more than 4 hours of supporting administration work.
Job Type	Contractor
Reports to	Chair of Trustees
Effective Date	1 August 2021
Team	Governance
Job Purpose	<p>The Clerk will provide effective organisational and administrative support to the Board of Trustees and its committees, including arranging meetings, preparing agendas and meeting papers, taking minutes and managing the actions of the action log.</p> <p>The Clerk will provide professional advice to the Board of Trustees on governance, constitutional and procedural matters, as well as compliance, legal and regulatory matters. The clerk will manage information effectively and in accordance with legal requirements.</p>
Other Information	<p>We anticipate c. 15-20 days of clerking work to be required over the course of an academic year.</p> <p>The clerk is required to be available for the following:</p> <ul style="list-style-type: none"> <li>• One Full Board meeting each half term (6 per academic year)</li> <li>• One Audit &amp; Risk Committee meeting per term (3 per academic year)</li> <li>• One Finance Committee meeting per term (3 per academic year)</li> <li>• One Pay Committee meeting per year</li> <li>• One Members AGM per year</li> <li>• One annual strategic planning day</li> </ul> <p>Meetings are minimum of two hours in length and are often held in the evenings. The post holder will need to be flexible to accommodate the times and locations suited to the majority of trustees (although at present, meetings are being held remotely).</p> <p>Clerking of ad hoc statutory appeal panels, exclusion panels, disciplinary panels, etc, may be instructed from time to time.</p>

	Additional remuneration will be paid at the post holder's standard hourly rate. The clerk is not required to accept such instructions if these cannot be accommodated into his / her schedule.
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**Principal Accountabilities**

**Overview**

The clerk will ensure the efficient functioning of the Board and its committees by providing:

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

They clerk must carry out their duties in line with the seven principles of public life, the requirements of the Clerking Competency Framework and the requirements of the Academy Trust Handbook (as amended from time to time).

**Provide advice to the Board of Trustees**

- Advise the Board and its committees on their core functions and duties set out by legislation and regulatory bodies, including but not limited to Company Law, Charity Law, Articles of Association, Funding Agreement, Governance Handbook and Competency Framework for Governance, Charity Governance Code and Academy Trust Handbook.
- Advise the Board on 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 Board;
- Inform the Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Offer advice on best practice in governance, including on committee structures.
- Advise the board on best practice in relation to its scheme of delegation for governance
- Ensure that statutory policies are in place, and that staff revise these when necessary.
- Prepare the annual calendar of Board and committee meetings, having regard to the events of the school year, regulatory deadlines and relevant agenda items.
- Identify priorities and anticipate issues which may arise and draw these matters to the Chair's attention and propose recommendations
- Prepare briefing papers for the board, as necessary.

**Effective administration of meetings and governance matters**

- With the Chair and Executive Board, prepare a focused agenda for Board meetings and committee meetings

- 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 trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent trustees of the date of the next meeting.
- Draft minutes of all meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and Executive Board.
- Circulate the reviewed draft to all trustees/ members of the committee within the timescale agreed with the board.
- Follow-up any agreed action points with those responsible and inform the chair of progress.
- Ensure that minutes are fully approved and signed off by the Chair, and that an electronic record of signed meeting minutes is maintained.
- Ensure that confidential items are redacted from meeting minutes and kept separately from those available for public viewing.
- Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of board correspondence.
- Ensure copies of statutory policies and other school documents approved by the board are kept and published as agreed, for example, on the website
- Maintain up to date records of the names, addresses and category of board members and their term of office, and inform the 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 trustees (e.g. SEND, Safeguarding, etc)
- Collate and maintain information about trustees such as any pecuniary interests and where required publish this information on the Trust's website.
- Maintain a record of training undertaken by trustees.
- Maintain trustee meeting attendance records and advise the chair of potential disqualification through lack of attendance.

### **Membership**

- Advise trustees and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the Board's capacity and skills mix.
- Advise the Board on the recommendations and guidance of regulatory bodies (included DfE and ESFA) in relation members and trustees.
- 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.
- Lead on trustee recruitment and advise the Board on succession planning (of all roles, not just the chair).
- Lead and manage parent elections, working with the school offices to ensure parent trustee vacancies are filled.
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is

appropriate to do so, and that the DBS of the Chair of Trustees is countersigned by the Secretary of State for Education.

- Send new trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.
- Undertake the induction of trustees taking on new roles, in particular the Chair of the Board or chair of a committee.
- Manage the flow of information from trust board to committees and vice versa

#### **People and relationships**

- Develop and maintain effective professional working relationships with the chair, the Board and executive leaders
- Contribute 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 and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting academy governance
- Participate in regular performance management

#### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum Grade C in English and Maths GCSEs (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or above</li> <li>• Academic or professional qualifications in disciplines relevant to governance or compliance</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of clerking or minuting meetings (ideally for a limited company or multi academy trust or similar)</li> <li>• Experience in building strong collaborative relationships.</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 years professional experience at a management level</li> <li>• Previous experience as a company secretary, non-executive director or charitable trustee</li> <li>• Experience in compliance or governance role, such as risk management, data protection, safeguarding and health and safety.</li> <li>• Experience of charity law and governance</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable evidence of the competencies set out in</li> </ul>	<ul style="list-style-type: none"> <li>• Understand current national education policy and the local</li> </ul>



	<p>the Clerking Competency Framework (understanding governance, administration, advice and guidance, people and relationships)</p> <ul style="list-style-type: none"><li>• Strong communication skills</li><li>• Excellent listening and literacy skills</li><li>• A strong commitment to education, the non-profit sector and raising the aspirations, achievement and life chances of all children</li><li>• Confident liaising with key stakeholders</li><li>• Ability to organise time and adhere to deadlines</li></ul>	<p>education context.</p> <ul style="list-style-type: none"><li>• Understand the Academy Trust Handbook, Governance Handbook, Charity Governance Code and Seven Principles of Public Life.</li><li>• Understand school sector risk management including conflicts of interest/loyalty</li><li>• Knowledge of educational legislation, guidance and legal requirements</li><li>• Knowledge of Equal Opportunities and Human Rights legislation</li><li>• Knowledge of Data Protection legislation</li></ul>
<b>General Information</b>		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you. This job description does not form part of your contract of employment. You may be required by the Trust to undertake any duties within your skills and capabilities that the Trust reasonably considers necessary to meet business needs.</p>		