**JOB DESCRIPTION**

**POST TITLE:** Clerk to the Governors and Trust Board

**POST RESPONSIBLE TO:** Chief Executive Officer

**CONTRACT TYPE:** Casual/flexible, in accordance with the governance schedule

**SALARY:** £15.05 per hour

**LOCATION:** Home-based but with meetings held at the WMG Academy for Young Engineers in Coventry and Solihull and occasional meeting off-site at the University of Warwick.

**HOURS OF WORK:** Approximately 10-12 hours per week, term time only.

**CONTRACT TERM:** Permanent.

**ANNUAL MEETING**

**COMMITMENTS**

**(INDICATIVE):** 1 x AGM

5 x Trust Board meetings (one virtual)  
3 x Trust Finance & General Purposes Committee Meetings

3 x Trust Health & Safety

2 x Trust Nominations & Remuneration Committee (virtual)

6 x full Governing Body meetings for Coventry

6 x full Governing Body meetings for Solihull

1 x Annual governance review (virtual)

**CLOSING DATE:**  Two weeks from the date of the advertisement

**INTERVIEW DATE:** TBC

**START DATE:** ASAP

**JOB PURPOSE**

Provide advice to the Local Governing Bodies and Trust Board on governance, constitutional and procedural matters, in accordance with the Academies Handbook.

* Provide effective administrative support to the Boards;
* Ensure the Boards are properly constituted;
* Manage information effectively in accordance with legal requirements

**Main responsibilities and tasks**

**Provision of advice to the Governing Bodies and Trust Board:**

* Advise the Boards on governance legislation and procedural matters where necessary before, during and after meetings;
* Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Boards;
* Inform the Boards of any changes to their 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 committee 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 the Boards meetings and tasks;
* Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice

**Effective administration of meetings:**

* With the Chair and CEO, prepare a focused agenda for the Board 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 other regulations;
* 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;

* Draft minutes of Board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the CEO;
* Circulate the minutes to all governors/members of the Trust Board, the CEO and other relevant body, such as the Local Authority, as agreed by the Boards and within the timescale agreed with the Boards;
* Follow-up any agreed action points with those responsible and inform the chair of progress

**Membership:**

* Advise governors and appointing bodies in advance of the expiry of a governor’s term of office, so elections or appointments can be organised in a timely manner;
* Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
* Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and lodged within the academy;
* Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so;
* Maintain a record of training undertaken by members of the Boards;
* Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
* Advise the Boards on succession planning (of all roles, not just the Chair).

**Manage Information:**

* Maintain up-to-date records of the names, addresses and category of Board members and their term of office, and inform the Boards 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 governors e.g. Child-protection, SEND;
* 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 the Boards’ correspondence;
* Ensure copies of statutory policies and other documents approved by the Boards are kept in the school and published as agreed, for example, on the website

**Personal Development:**

* Undertake appropriate and regular training and development to maintain your knowledge and improve practice
* Keep up-to-date with current educational developments and legislation affecting school governance;
* Participate in regular appraisal.

**Additional Services**:

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

* Clerk any statutory appeal committees/panels the Boards are required to convene;
* Assist with the elections of parent and staff governors;
* Maintain a file of relevant Department for Education (DfE) and Local Authority guidance documents;
* Maintain archive materials;
* Perform such other tasks as may be determined by the Boards from time to time.

**PERSON SPECIFICATION FOR CLERK TO THE GOVERNORS AND TRUST BOARD**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

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| **REQUIREMENTS**  The post holder must be able to demonstrate: | ESSENTIAL (E) |
| **QUALIFICATIONS & TRAINING** | |
| Be able to demonstrate a willingness to attend appropriate training and development | E |
| Have already attended or make a commitment to attend the National Training Programme for Clerks | D |
| Evidence of continuing professional development | D |
| **EXPERIENCE** | |
| Previous experience of working in an environment where experiences included taking initiative and self-motivation | D |
| Experience as working as a member of a team | D |
| Relevant personal and professional development | D |
| **KNOWLEDGE AND SKILLS** | |
| Excellent listening, oral and literacy skills | E |
| Writing agendas and accurate concise minutes | D |
| Organising your time and working to deadlines | E |
| Organising meetings | D |
| Recording keeping, information retrieval and dissemination of Trust Board and Governing Body data/documentation, to the Governing Body and relevant partners | E |
| Knowledge of Governing Body procedures | D |
| Knowledge of educational legislation, guidance and legal requirements | D |
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| **PERSONAL ATTRIBUTES** | |
| Confidentiality and discretion | E |
| Be able to remain impartial | E |
| Have a flexible approach to working hours | E |
| Have a positive attitude to personal development and training | E |
| Have good interpersonal skills | E |
| Enthusiasm, optimism and energy | E |
| Ability to organise, plan and prioritise | E |
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| **SPECIAL REQUIREMENTS** |  |
| Be able to work at times convenient to the Trust Board and Governing Bodies | E |
| Be able to travel to meetings | E |
| Be available to be contacted at mutually agreed times | E |