



JOB DESCRIPTION

Clerk to Board of Trustees

Main Purpose of the Post:

The Clerk will be responsible for advising the Trust Board on constitutional matters, duties and powers to ensure the School works effectively within the current legislative framework. They will contribute towards the efficient functioning of the Board and its Committees by providing administration and organisational support. In addition, they will offer guidance to ensure that the Board works in compliance with the appropriate legal and regulatory framework and must understand the consequences for non-compliance. They will offer advice on procedural matters relating to the operation of the Board. The expectation is that they will take over the responsibility for the role of Company Secretary ensuring the Trust complies with standard legal practice and maintains standards of corporate governance.

Specific Responsibilities of the post Include:

Provide advice to the board:

- Advise the board on its core functions and DfE governance advice, including the Governance Handbooks and Competency Framework for Governance
- Advise the board on governance legislation and 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
- Advise the board on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook)
- Offer advice on best practice in governance, including on committee structures both at board and academy level
- Advise the board on best practice in relation to its scheme of delegation
- Ensure that statutory policies are in place, and that staff revise these when necessary
- Advise on the annual calendar of board meetings and tasks
- Send new trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct
- Contribute to the induction of trustees taking on new roles, in particular chair of the board or chair of a committee
- Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations

Carry out effective administration of meetings:

- With the chair and central team, prepare a focused agenda for board meeting 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 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 meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the executive team
- Circulate the reviewed draft to all trustees/ members of the committee, the executive team
- Follow-up any agreed action points with those responsible and inform the chair of progress

Complete tasks related to 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 DfE's recommendations and guidance in relation to 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
- Collate and maintain information about trustees such as any pecuniary interests and where required publish this information on the school's website
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is appropriate to do so
- Maintain a record of training undertaken by members of the board
- Maintain meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the board 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 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
- Maintain records of trustee 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
- Manage the flow of information from trust board to committees and vice versa

Develop effective relationships and support:

- 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

Commit to their own 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 school governance
- Participate in regular performance management

Provide additional services as required:

- Prepare briefing papers for the board, as necessary
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the board from time to time

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Be proactive in terms of furthering knowledge and skills
- Support the ethos of the School at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Attend all meetings as directed

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the School. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder) **Date**

Signed (Line Manager) **Date**