



JOB DESCRIPTION

Job title: Clerk to the Local Committee
Reports to: Headteacher / Chair of the Committee
Grade: Torbay NJC Grade D

Trust Ethos and Mission statement

Excellence through cultivating character, sharing talents and pursuing excellence.

All members of the team employed by the Academy for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

Purpose of the Job

Provide advice and administrative to the local committee and sub-committees on governance, constitutional and procedural matters.

Main Responsibilities and Tasks

The clerk to the local committee will:

- Advise the local committee on governance legislation and procedural matters were necessary before, during and after meetings
- Provide effective administrative support to the committee and sub committee
- Manage information effectively in accordance with legal requirements
- Act as the first point of contact for committee members with queries on procedural matters
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body;
- Inform the local committee 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 and self- evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of senior members of staff
- Advice on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on a new role

Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the committee meeting
- 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 the committee at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent members of the date of the next meeting
- Draft minutes of committee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair
- Circulate the reviewed draft to all members of the committee, the headteacher and other relevant body, such as the local authority/diocese/foundation/trust within the timescale agreed
- Follow-up any agreed action points with those responsible and inform the chair of progress



Membership

- Advise members and appointing bodies in advance of the expiry of a committee members 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 committee members pecuniary interests
- Ensure Disclosure and Barring (DBS) has been carried out on any committee member when it is appropriate to do so
- Maintain a record of training undertaken by members of the local committee
- Maintain meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the committee on succession planning of all roles

Manage Information

- Maintain up to date records of the names, addresses and category of committee members and their term of office, and inform 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 committee members e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of local committee correspondence
- Ensure copies of statutory policies and other school documents approved by the committee are kept in the school and published as agreed, for example, on the website

Trust Improvement Group (TIG) - Governance

- To take part in the Trusts Improvement Group (TIG) for Governance and to attend TIG meetings when required
- To update other clerks on current governance activity within their school

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

Additional Services

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

- Clerk any statutory appeal committees/panels the committee is required to convene: if the clerk is not contracted to set up and clerk these panels, the committee will have to make an alternative arrangement
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of committee members in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the committee from time to time

Other

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- Any other duties required by the Headteacher or team leader, which is within the scope of this post.
- To work within the Trusts Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times