



QEGSMAT

Clerk to Governors

Castle View Primary School

6 hours per week, 38 weeks per year

Permanent

QEGSMAT are seeking to appoint an enthusiastic, supportive and well-organised individual to work alongside our dedicated team at Castle View Primary School.

QEGSTMAT is a growing group of academies based in Derbyshire, Derby City and Staffordshire. Established at the start of 2017, our Trust is based on a set of actions defined by our students; 'Question, Explore, Give and Succeed'.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level. If you would like to be part of this exciting new project, please visit www.qegsmat.com where you will also find the job recruitment pack.

If you would like to apply please apply via TES, the links can be found on our QEGSMAT website <https://www.qegsmat.com/currentvacancies/>.

Closing date for applications: 2nd September 2020

Provisional Interview date: 11th September 2020

Salary: Scale 3 £18,795 - £19,171 FTE (Pro-rata £2,500 - £2,550)

Potential Start date: ASAP



QEGSMAT

JOB DESCRIPTION

Post Title: Clerk to Governors

Responsible to: The Governing board and Headteacher

Scale: Scale 3

Weekly Hours: 6

Weeks Per Annum: 38

Post Objectives:

Advise the governing board on governance, procedural, and constitutional matters, in accordance with relevant legislation, and statutory guidance such as the 'Governance handbook'.

Provide administrative support to the governing board and its committees.

Ensure the governing board is correctly constituted.

Effectively manage information in accordance with legal requirements.

Duties and responsibilities

Advising the governing board

- Provide the governing board with information on procedural matters before, during and after meetings, ensuring this is in line with the **articles of association** or **instrument of government**
- Act as the first point of contact for governors – answering questions concerning procedural matters, and issues relating to the structure of governance and scheme of delegation.
- Access the appropriate legal advice, support and guidance from third parties on behalf of the governing board.
- Keep the governing board up-to-date with any changes in legislation which are likely to effect the governance of the school.
- Keep the governing board up-to-date with both local and national educational themes and any related guidance.
- Offer advice to governors on best practice in school management, such as self-evaluations and committee structures.
- Advise the governing board on their responsibilities in relation to policies and ensure there is a process in place for the review of policies and their publication on the school website, as per statutory guidelines.
- Keep the governing board up-to-date with the annual calendar of governing board meetings.
- Take responsibility for the induction of new governors, ensuring they have access to all relevant documents and information.
- Offer advice to the governing board on succession planning regarding the impending expiry of governors' terms of office.

- Guide the governing board in managing conflicts of interest.
- Ensure each agenda is planned to prompt governors to declare any new or existing conflicts of interest.

Administration of meetings

- Recommend to the governing board methods and processes for the successful administration of meetings, and distribution and filing of information.
- Work alongside the headteacher and chair of governors to prepare an agenda for the full governing board meetings.
- Work alongside the headteacher and the chairs of each committee of the governing board to prepare agendas for committee meetings.
- Ensure that all the appropriate paperwork is ready before meetings, and distributed to governors in line with the terms of reference.
- Record attendance at all meetings, taking responsibility for dealing with absences, including providing absent governors with details of upcoming meetings.
- Ensure all meetings are quorate, and advise the relevant chair if the meeting is not quorate.
- Draft minutes of all governing board meetings, including who is responsible for the agreed action and the expected timescales.
- Demonstrate an awareness of confidentiality when recording sensitive discussions and decisions, and ensure that confidential minutes are recorded and distributed appropriately.
- Distribute the reviewed draft minutes to all governors, the headteacher and other relevant individuals and bodies, and ensure draft minutes are agreed at the following meeting.
- Follow up on any agreed action points with those responsible, keeping the chair informed of any progress.
- Advise governors in the event of meetings not being conducted in a proper or orderly manner, or not in the spirit of effective and ethical governance.

Membership

- Keep the governing board informed of any upcoming expiries in membership to allow appointments and elections to be planned in advance.
- Implement transparent processes for the election and appointment of governors and maintain accurate records of the outcome.
- Chair the meeting where the official chair is to be elected, providing information and guidance on the election processes and procedures.
- Oversee the Declared Conflicts of Interest Register for each member of the governing board.
- Regularly review and update the Declared Conflicts of Interest Register of all governors.
- Monitor attendance at governor meetings, advising the chair of any potential disqualifications

Information management

- Advise the governing board on their responsibilities relating to record keeping and information management, in line with the GDPR/Data Protection Act 2018 and the Freedom of Information Act 2000, ensuring systems are in place to maintain the security of information.
- Keep all personal information of members of the governing board up-to-date. This includes names, addresses and categories of membership, as well as their terms of office.
- Liaise with the person within the school who is responsible for 'Get information about schools' and provide the required information relating to governors, ensuring this is up-to-date at all times.
- Maintain a register of governor DBS checks and ensure all governors have an up-to-date DBS check and section 128 check in place.
- Inform the governing board and other relevant bodies of any changes to the personal information of governors.

- Monitor and review all of the terms of reference and membership lists of the committees.
- Maintain records of all governing board correspondence.
- Maintain records of signed meetings and ensure copies are sent to all the relevant parties.
- Ensure that all of the school's policies are available upon request.
- Ensure that the school website contains all the information which is required in order to meet statutory requirements, including the publication of information related to governance.

People and relationships

- Develop and maintain professional and effective working relationships with the governing board, headteacher and SLT.
- Establish and implement clear communication processes for sharing information with the board, and on behalf of the board with external partners.
- Support the governing board to develop a culture where challenge is embraced and welcomed.
- Advise the governing board on appropriate committee structures that are fit for purpose and ensure that membership reflects the skills and knowledge of individual governors.
- Maintain an up-to-date record of individual governor and whole-board training and CPD.

Personal development

- Regularly undertake training and CPD which improves and maintains knowledge and ability to perform duties.
- Keep up-to-date with any local or national developments in the education sector.
- Keep up-to-date with legislation which is likely to impact the school.
- Take part in regular performance reviews and self-evaluation.



QEGSMAT

PERSON SPECIFICATION

Clerk to Governors

	Essential	Desirable
Qualifications	<p>GCSE English and Maths grade C+ or grade 4+ or equivalent</p> <p>The successful candidate will demonstrate a willingness to attend relevant training.</p>	<p>The candidate will have attended the 'Governance clerking development programme'.</p> <p>Relevant NVQ Level 3 qualification or equivalent</p>
Experience	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none">• Record keeping• Information retrieval• Dissemination of governing board data and documentation• Writing agendas, along with accurate and concise minutes• Organising meetings• Using the internet to access relevant information• Working in an environment where they have experience of taking initiative• Working as part of a team	<ul style="list-style-type: none">• Developing and maintaining contacts with outside agencies
Skills and knowledge	<p>Understanding of relevant policies and codes of practice including Keeping Children Safe in Education, Prevent, The Children Act 1989, Child Protection and Equal Opportunities.</p> <p>The successful candidate will have the ability to demonstrate the following:</p> <ul style="list-style-type: none">• Good listening, oral and literacy skills• The ability to organise time• Working to deadlines• Data protection legislation	<p>In addition, the successful candidate may have knowledge of the following:</p> <ul style="list-style-type: none">• Governing board procedures• Educational legislation• The respective roles and responsibilities of the governing board• Equal opportunities and human rights legislation
Special requirements	<p>The successful candidate will meet the following requirements:</p>	

	<ul style="list-style-type: none"> • The ability to work at times convenient to the governing board, including evenings • The ability to travel to meetings • Being available to be contacted at mutually agreed times 	
Personal attributes	<p>The successful candidate will demonstrate the following attributes:</p> <ul style="list-style-type: none"> • Personal integrity • The ability to maintain confidentiality • The ability to remain impartial • A flexible approach to working hours • An openness to learning • Good interpersonal skills <p>A positive attitude to personal development and training</p>	