



## Clerk to Governors

### **Queen Elizabeth's Grammar School Ashbourne**

**Permanent**

**150 hours per annum**

**39 weeks per year**

**Scale 3 FTE £21,575 - £21,968 (Pro-rotta £1,891 - £1,926)**

QEGSMAT are seeking to appoint an enthusiastic Clerk to Governors to join our hardworking and high achieving team at Queen Elizabeth's Grammar School Ashbourne Academy. This is an opportunity to support and work with a team of committed volunteers who form the Governing Body of QEGS. We meet regularly for a variety of termly meetings, as well as visiting school for a wide range of purposes, from interviews to presentations, and careers advice to Ofsted inspections. We very much appreciate the support of an organised individual who can maintain the necessary paperwork and deal with the administration involved.

The ethos and values of Queen Elizabeth's Grammar School are important to the staff, students, and local community; the successful candidate will promote and adhere to these values.

Queen Elizabeth's Grammar School Ashbourne Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Natalie Jones on 01335 343685. Further details about our school can be found on our website: <https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date for applications:** 17<sup>th</sup> April 2023

**Interview date:** TBC

**Salary:** Scale 3 point 5- 6 (FTE £21,575 - £21,968 Pro Rata £1,891 - £1,926)

**Start date:** ASAP



## **QEGSMAT**

### **JOB DESCRIPTION**

<b>Post Title:</b>	Clerk to Governors
<b>Responsible to:</b>	The Governing board and Headteacher
<b>Scale:</b>	Scale 3 (FTE £21,575 - £21,968 Pro Rata £1,891 - £1,926)
<b>Disclosure level:</b>	Child Workforce – Enhance, Child Barred List
<b>Hours:</b>	150 hours per annum
<b>Weeks:</b>	39

#### **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.



## PERSON SPECIFICATION - Clerk to Governors

	Essential	Desirable
<b>Qualifications</b>	<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>
<b>Experience</b>	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none"> <li>• Record keeping</li> <li>• Information retrieval</li> <li>• Dissemination of governing board data and documentation</li> <li>• Writing agendas, along with accurate and concise minutes</li> <li>• Organising meetings</li> <li>• Using the internet to access relevant information</li> <li>• Working in an environment where they have experience of taking initiative</li> <li>• Working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Developing and maintaining contacts with outside agencies</li> </ul>
<b>Skills and knowledge</b>	<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"> <li>• Good listening, oral and literacy skills</li> <li>• The ability to organise time</li> <li>• Working to deadlines</li> <li>• Data protection legislation</li> </ul>	<p>In addition, the successful candidate may have knowledge of the following:</p> <ul style="list-style-type: none"> <li>• Governing board procedures</li> <li>• Educational legislation</li> <li>• The respective roles and responsibilities of the governing board</li> <li>• Equal opportunities and human rights legislation</li> </ul>
<b>Special requirements</b>	<p>The successful candidate will meet the following requirements:</p> <ul style="list-style-type: none"> <li>• The ability to work at times convenient to the governing board, including evenings</li> </ul>	

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