



TRINITY OAKS
Church of England Primary School

Clerk to the Governors
Start date: 15th April 2024
Salary : Surrey SP7 FTE £31,262 - £33, 321
(Actual £2,241 to £2,432)



'Where acorns flourish into mighty oaks.'

Rooted in God's love and Christian values, we are a school that treasures each individual, enabling them to flourish and achieve.

We are **thankful** for the uniqueness of everyone in our community, created in God's image, fostering relationships with integrity and rooted in God's love. We value and **respect** all people in the community.

Our pupils, staff and families work together with **kindness and compassion** to support each other.

We are **resilient** learners who recognise that perseverance and risk-taking is the key to our **aspirational** goals and success.

Post Details:

Trinity Oaks Church of England Primary School would like to recruit an experienced Clerk to Governors to provide an efficient and professional clerking service to the Governing Body. Reporting directly to the Chair of Governors, this is a part-time position where the successful candidate will be expected to clerk 8 meetings which include full Governors, admissions and additional budget meeting. All meetings will take place in person during term time with flexible meeting times. (The is the option of hybrid meetings where extenuating circumstances prevent in person meetings)

The role will include the following responsibilities:

- To work effectively with the Chair of Governors, the Head Teacher and the other governors to ensure the continuity and effectiveness of governing body business by providing high quality confidential administrative support, working within the governance legislative framework.
- To ensure all governors comply with safeguarding checks and practice
- To maintain an archive of records, documenting meetings, governor details, statutory policy details and terms of reference
- To advise the governing body on constitutional and procedural matters, duties and powers
- Manage information effectively in accordance with legal requirements.

We can offer:

- Ongoing training and support for you to develop within your role
- Flexible hours which can be worked around other commitments
- A supportive, friendly and hardworking Governing Body, Chair and Head Teacher

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

Clerk to Governors Job Description

Knowledge and understanding

- Know the features of effective governance, and the Governing Body's governance structure and core functions
- Understand their role as set out in legislation
- Understand key national education policies and the local education context in which the Governing Body is operating
- Know the Governing Body's duties under legislation and statutory guidance
- Understand the importance of the Governing Body adhering to and promoting the school's internal procedures
- Understand the school's governance structure, including legal structure and constitution
- Understand the principles of records management and have working knowledge of the Data Protection Act and the Freedom of Information Act
- Understand the Governing Body's accountability to and relationship with other bodies (e.g. the Department for Education, ESFA and Ofsted)
- Know the Governing Body's code of conduct and strategic priorities
- Understand the school's culture, values and ethos
- Know which information about pupil performance and financial management will be used by the Governing Body to hold leaders to account
- Know the instrument of government for schools

Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the governing body 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 other regulations;
- Ensure meetings are quorate;
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting;
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
- Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body; and
- 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 governing body pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- 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 governing body; and
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the governing body on succession planning (of all roles, not just the chair.)

Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body 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 in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing body correspondence; and
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website.

Advice and guidance

- Provide appropriate information for the Governing Body and check the credibility of sources
- Act as the first point of contact for governors with queries on procedural matters
- Update the Governing Body on changes to legal or statutory requirements
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Access third-party guidance on behalf of the Governing Body where necessary
- Inform the Governing Body about training and development opportunities
- Provide clear, logical and impartial advice to the Governing Body
- Clearly explain difficult concepts, including information on the Governing Body's legal duties
- Understand the principles of conflicts of interest, and is able to advise the Governing Body on managing and avoiding these
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct
- Speak out where the Governing Body is overstepping its strategic role or is not following the code of conduct

People and relationships

- Build effective professional relationships with the Governing Body, external contacts and others
- Use appropriate influencing skills to gain the Governing Body's confidence
- Establish effective channels of communication with the Governing Body, the wider school and any external contacts and partners
- Contribute to discussions about the design of governance committees and structures
- Advise on the annual calendar of governing body meetings and tasks
- Advise the Governing Body when governors' terms of office end and assess the effect this will have on the Governing Body's skills mix
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.
- Establish and facilitate transparent procedures to fill vacancies
- Help the Governing Body to create a culture in which challenge is welcomed
- Support the Governing Body when carrying out self-evaluation exercises
- Remain committed to improving own performance and that of others involved in governance, taking advantage of opportunities to attend training and development

Additional Services

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

- Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement;
- Assist with the elections of parent and staff governors;
- Participate in, and contribute to the training of governors 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 governing body from time to time.

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.

Person specification and Selection Criteria

Post Title: Clerk to the Governors

This person specification lists the requirements that are necessary for this post. In your application and your personal statement please make specific reference to each of the criteria below and demonstrate how you meet the requirements.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Basic general education with a high standard of written English. 	
Experience, Knowledge and Understanding		<ul style="list-style-type: none"> • Experience of working in a School environment, preferably with Clerk experience. • Experience of taking notes of meetings and presenting records of expressed opinions and decisions taken.
Skills and competencies	<ul style="list-style-type: none"> • Good knowledge of regulations and other statutory requirements relating to school government. • Ability to communicate effectively with others. • Ability to summarise complex issues and present the relevant points arising from discussion clearly and concisely. • Ability to give a clear synopsis of relevant legislation. • Ability to maintain confidentiality at all times. 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Articulate, with a professional, polite and friendly manner at all times. • High level of personal integrity • Reliable and punctual. • Flexible and adaptable to meet the needs of a growing and changing school. • Commitment to the aims and ethos of a Church school 	

February 2024