

Job Description

Title:	Clerk to the Trust Board	Grade:	TSPT 7
Department:	Governance	Reports to:	COO and Chair of the Trust Board
MAIN PURPOSE			
Provide effective administrative and clerking support to the Trust Board and Trust level Committees. To provide advice to the Trustees and the Executive on governance, constitutional and procedural matters. Manage information precisely and confidentially in accordance with legal requirements.			
RESPONSIBILITIES			
<u>Meetings</u>			
<ul style="list-style-type: none">• Liaise with the Chair of the Trust Board (TB) and the Trust Executive team over the raising of the agenda and supporting papers for all Members, Trust Board and Trust level committee meetings by following the Scheme of Delegation for Governance. Trustee Committees include the HR Committee, Finance and Resources Committee and the Achievement and Curriculum Committee.• Prepare, type and despatch agendas and Matters Arising documents via email and Google shared drives to the Executive team and the relevant Trustees in good time.• Collect any reports and documents required for each meeting and upload to the secure area of the Trust website in good time.• Attend meetings and take accurate notes from which to prepare the minutes.• Ensure arrangements are in place for meetings (such as booking rooms or setting up online meetings) and ensure they are quorate.• Type draft minutes for the approval of the Chair of TB or Committee and distribute approved minutes to the relevant members within 21 days of the meeting.• Maintain a record of signed minutes of meetings in the Trust offices, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.• Follow-up any agreed action points with those responsible and inform the chair of progress.• Keep an accurate record of Trustee attendance at meetings and, after consultation with the COO and Chair, advise any Trustee who is in danger of disqualification through non-attendance.			
<u>Provide advice</u>			
<ul style="list-style-type: none">• Advise Trustees and the Executive team on governance legislation and procedural matters where necessary before, during and after meetings, and inform of any changes to its responsibilities as a result of a change in status or relevant legislation.• Act as the first point of contact for Trustees with queries on procedural matters.• Have access to appropriate support and guidance through the COO.• Offer advice on best practice in governance, including on committee structures and self-evaluation.			

Membership

- Deal with correspondence on Trustee appointments: following up on and filing references, ensuring DBS applications are completed and ensuring the Single Central Register (SCR) is kept up to date.
- Chair that part of the meeting at which the Chair is elected and provide relevant procedural advice.
- Inform the Chair of Trustees and COO of any resignations / appointments / expiry of term of office and ensure that action is taken to fill any vacancy.
- Compile and update induction materials for new Trustees and Members and be the first point of welcome, ensuring they have access to appropriate documents, including any agreed Code of Practice.

Managing Information

- Maintain record of training attended by Trustees.
- Maintain up to date records of Trustees and their term of office. Ensure information is kept up to date in accordance with the required timeframes on the government database Get Information About Schools (GIAS).
- Ensure completion of statutory paperwork by Trustees, such as declaration of pecuniary interests.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustee roles e.g. Safeguarding.

Panels

- Although likely to be infrequent, the clerk will be required to prepare for, attend and clerk any statutory appeal committees/panels the TB is required to convene. The clerk will endeavour to ensure that current guidance is adhered to regarding the procedure of the panel, and that documentation is kept confidentially and securely.

Other

- Have regard to the need for confidentiality as appropriate and advise the TB accordingly.
- Type correspondence on behalf of the TB as required and maintain records of TB correspondence.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the TB.

Professional Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section.

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.