



Job title:	Clerk to LGB
Hours:	Variable
Salary band:	£140 per meeting (including preparation and planning)
Contract:	Permanent
Reports to:	Trust Secretary

Our Multi Academy Trust

The Diocese of St Albans Multi-Academy Trust (DSAMAT) was established in October 2016 with its aim to provide for:

- Good or Outstanding church schools within the Diocese of St Albans
- Community Schools
- Schools requiring rapid improvement having been placed in Special Measures and subject to a directive Academy Order
- New schools within new housing provision where the Diocese of St Albans is the identified sponsor

Whilst DSAMAT is a diocesan multi-academy trust, it also admits non-church schools from across the Diocese. DSAMAT is an independent organisation yet retains close working relationships with the Diocesan Board of Education and its academies remain an integral part of the Diocese of St Albans network of 136 Church of England schools.

The Trust currently consists of one secondary school, Manshead CE Academy, and nine primary/lower schools, Caldecote CE Academy, Churchfield CE Academy, Kensworth CE Academy, Northill CE Academy, Ravensden CE Primary Academy, Roxton CE Academy, Studham CE Academy, Thomas Whitehead CE Academy and Totternhoe CE Academy.

The Trust has a clear vision which shapes its work; Enabling all to flourish: Rooted in God's Love.

And together our academies work to be places of; Hope; Nurture; Equality; Respect; Collaboration.

All employees of the Trust are expected to commit to the vision and values of the DSAMAT and demonstrate them throughout their work.



Job context

The Clerk will work as part of a team of Clerks providing a core function to our Local Governing Boards (LGBs) across our Trust. The Clerks will work across one of our three clusters (Biggleswade, Dunstable and Hertfordshire) and will be assigned up to four schools to work with on a regular basis, covering LGB meetings. The Clerks may also be required to support with panel hearings such as Exclusions or Complaints panels, both within and outside of their assigned LGB clusters.

Purpose of the job

The Clerk will provide advice and guidance to the governing board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning a governing board and its committees by providing:

- administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance
- advice on procedural matters relating to the operation of the board.

Main areas of responsibility

The clerk to the governing board will:

1. Provide advice to the governing board

- Advise the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance
- Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings
- Have a clear understanding of the requirements of LGBs within the Diocese of St Albans Multi Academy Trust and advise and support LGBs accordingly
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
- Inform the governing board of any changes to its responsibilities as a result of changes in the relevant legislation
- Offer advice on best practice in governance including on committee structures and in relation to its scheme of delegation for governance
- Ensure that statutory policies are in place, and that staff revise these when necessary
- Advise on the DSAMAT annual calendar of governing board meetings and tasks
- Send new governors DSAMAT induction materials and ensure they have access to appropriate documents, guidance and GovernorHub



- Working with the DSAMAT Directors, CEO and Trust Secretary, contribute to the induction of governors taking on new roles, in particular chair of the board or chair of a committee

2. Effective administration of meetings

- With the chair and headteacher, and in line with DSAMAT governance, prepare a focused agenda for the governing board meeting and 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 the articles of association
- 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 governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing board), the headteacher
- Circulate the reviewed draft to all governors/ members of the committee, the headteacher (if not a governor) and other relevant board as agreed by the governing board and within the timescale agreed with the governing board
- Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity and skills mix
- Work with the Trust Secretary, as required, when recruiting for new Governors ensuring an open and transparent process for election and appointment
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Collate and maintain information about Governors such as any pecuniary interests and, where required, publish this information on the school's website
- Work with the Trust Secretary to 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 the LGB
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing board on succession planning (of all roles, not just the chair)



4. Manage Information

- Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board 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. SEND
- Maintain a record of signed minutes of meetings, ensuring copies are available on GovernorHub and sent to relevant bodies on request
- Maintain records of governing board correspondence
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website

5. People and relationships

- Develop and maintain effective professional working relationships with the chair, the board and senior leaders
- Oversee the clerking arrangements at academy committee level
- Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

6. 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 the DSAMAT performance appraisal process

7. Additional Services

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

- Clerk any statutory appeal committees/panels the governing board is required to convene
- Prepare briefing papers for the governing board, as necessary
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the governing board from time to time.



Person specification

Knowledge

- A understanding of the changing educational landscape and the pressures facing schools,
- An understanding, or willingness to learn, of the governance of Multi-Academy Trusts and local governing boards
- An understanding of the role of the clerk to governors
- Knowledge of the educational challenges facing the sector

Experience

- Providing clerking services to educational establishments or similar organisations
- Providing support to a team of colleagues remotely rather than all working within the same office
- Planning workload across the academic year ensuring key milestones are reached
- Adapting style of minutes etc depending on the LGB you are working with

Skills and Abilities

- Strong ICT skills including word, PowerPoint, excel and the ability to learn new systems such as GovernorHub
- Able to forge and sustain strong, positive working relationships
- Able to support the Chair with efficiently running meetings
- Excellent oral and written communication skills,
- Able to actively listen and respond to feedback,

Equal Opportunities

DSAMAT is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual



orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.

Disclosure and Barring Service

This post is subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Health and safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.