

Post Title:	Clerk to the Epsilon Star Multi-Academy Trust
Responsible to:	Chair of the Board/Executive Headteacher/CEO
Grade:	Band 4 (Point TBC, depending on experience)
<p>Main purpose of role is to:</p> <p>Provide advice to the Governing Board on all governance, constitutional and procedural matters by providing: -</p> <ul style="list-style-type: none"> • Effective administrative and organisational support to the governing board and its committees. • Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for noncompliance. • Knowledge, experience, and advice on procedural matters relating to the operation of the board • Manage information effectively in accordance with legal requirements <p>Main responsibilities and tasks include:</p> <p>1. Provide advice to the Governing Board</p> <ul style="list-style-type: none"> • Advise the board on governance legislation and procedural matters where necessary before, during and after meetings. • Advise the board on its core functions including the Governance Handbooks and Competency Framework for Governance. • Advise the board on updates from the ESFA regarding governance advice. • Act as the first point of contact for governors with queries on procedural matters. • 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 a change in school status or changes in the relevant legislation. • Offer advice on best practice in governance, including on committee structures and self-evaluation. • Ensure that statutory policies are in place and notify the relevant staff to revise these when necessary. • Advise on the annual calendar of all governing board meetings and tasks. • Assist with the recruitment and induction of new trustees and governors. • Ensure new trustees and governors are provided with induction documents and access to the relevant Governance Hubs. <p>2. Effective administration of meetings</p> <ul style="list-style-type: none"> • In liaison with the chair and executive headteacher/CEO prepare a focused agenda for all governing board 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 trustees, members or local governors of the date of the next meeting.
- Draft minutes of all governing board 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 executive headteacher/CEO.
- Circulate the reviewed draft to all trustees, members, local governors, other committee members, Executive Headteacher/CEO (if not a trustee), director of finance & operations and other relevant bodies 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
- Provide general administration support to the governing board, chair and executive headteacher/CEO as required.

3. Membership

- Advise the governing board on DfE/ESFA recommendations and guidance in relation to trustees, members, and local governors.
- Establish, in discussion with the governing board, open and transparent vacancy filling processes and procedures for election and appointment of all trustees, members and local governors 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 board pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged with the trust finance & admin team.
- Liaise with the Trust HR team to ensure Disclosure and Barring (DBS) checks have been carried out on all trustees, member or local governors when they are recruited.
- Maintain a record of training undertaken by trustees, members, and local governors.
- Maintain trustee, member and local 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)
- Conduct skills audits and advise on training requirements and the criteria for appointing new trustees, members, and local governors relevant to vacancies within the trust.

4. Manage Information

- Main all information stated on the Trust's Governance Hub's.
- 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 trustees, members, or local governors.

- Maintain a manual Governance file to be held in the Trust Head office including, record of signed minutes of meetings to be held in the trust head office and electronically shared cloud Governance folder. Ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of all governing board correspondence.
- Ensure copies of statutory policies, registers and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the trust/school websites.
- Act as Company Secretary for the trust.
- Notify Companies House of changes to members and Directors (Trustees) within the required timeframe.
- Ensure information is updated on the GIAS site.
- To ensure that all administrative duties, checks, documentation, reports, and returns are completed accurately and submitted within required deadlines.
- Maintain archive materials.
- Prepare briefing papers for the governing board, as necessary.

5. Personal 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 academy trust governance.
- Participate in regular performance management.

6. 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.
- Assist with the elections of parent and staff governors.
- Participate in, and contribute to the training of trustees, members, and local governors in areas appropriate to the clerking role.
- Perform such other tasks as may be determined by the governing board from time to time.

This job description is not definitive nor exhaustive but is provided to give the post holder an indication of the range of activities, duties, and responsibilities of this role. The job description may be subject to review and revision at any time at the discretion of the Trust, if in the interest and efficiency of the service provided it should be deemed necessary.

The Trustees and Local Governing Body are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment

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