

Job Description & Person Specification

Local Governing Committee Clerk

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Scale/Point: Scale 7 points 19-24

Responsible to: Governance Professional and Policy Advisor

Liaison with: Governance Professional and Policy Advisor, Assistant to Governance Professional, Clerks to the Trust and Governors

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| Duties | <p>Advice to the governing committee</p> <ul style="list-style-type: none"> • Advise the local governing committee on its core functions, considering the Governance Handbooks, Competency Framework for Governance and BAT Scheme of Delegation. • Advise the Governing Committee on procedural matters where necessary before, during and after meetings. • Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct. • Contribute to the induction of LGC roles taking on new roles. • Identify priorities, anticipating issues which may arise and drawing these matters to the chair's attention and proposing recommendations. • Liaise with the Governance Professional and Policy Advisor, Assistant to Governance Professional and Clerks to the Trust to ensure consistency of communication and standardisation of yearly schedules and agendas. • Liaise with the Governance Professional and Policy Advisor, Assistant to Governance Professional and Clerks to the Trust to that policies due for review are included on the appropriate agenda. • Ensure arrangements are in place to convene a panel of governors for any complaint or student disciplinary meetings, when appropriate within statutory time limits and policy requirements; liaise with attendees to arrange meetings and papers for distribution; if required, attend meetings, take accurate notes to prepare minutes and inform participants of decisions. <p>Administration of meetings</p> <ul style="list-style-type: none"> • With the Chair and Headteacher, review the standard termly agenda for the local governing committee. • Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required. • Ensure that all governors have access to relevant information including Governors' SharePoint and Trust documentation. • Monitor meetings to ensure they are quorate. If they are not, advise governors appropriately. |
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| | <ul style="list-style-type: none"> Record attendance of governors at meetings, taking appropriate action in relation to absence. Draft minutes, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and Headteacher. Circulate the reviewed draft to all Governors of the Committee, within the required timeframe. Follow-up any agreed action points with those responsible. <p>Membership</p> <ul style="list-style-type: none"> Advise governors in advance of the expiry of terms of office. Support the process, as necessary, for the election and appointment of governors. Collate and maintain relevant information about governors, such as any pecuniary interests, and ensure this information is published as required. Work with the central BAT team to ensure Disclosure and Barring checks (DBS) have been carried out for any new governors. Maintain an appropriate record of training undertaken by governors. Advise the governing committee on succession planning for all roles. <p>Manage Information</p> <ul style="list-style-type: none"> Maintain up to date records of the names, addresses and category of governors and their term of office along with any changes to the membership. Maintain an electronic record of signed minutes (via SharePoint) of meetings, and ensure copies are sent to relevant bodies as required. <p>Personal Development</p> <ul style="list-style-type: none"> Develop and maintain effective professional working relationships with all required stakeholders. Undertake appropriate and regular training and development. Keep up-to-date with current educational developments and legislation affecting school governance. Participate in regular performance management. Understand the nature of this role and ensure confidentiality. Undertaking other duties appropriate. |
| General | <ul style="list-style-type: none"> Take personal responsibility for identification of learning, development, and training opportunities in discussion with your line manager. Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September. |

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.