

Job description of the clerk to the Board of Trustees

Main purpose of role is to:

Provide advice to the board of trustees on governance, constitutional and procedural matters. The new regulations require the board of trustees to have regard to advice from the clerk in regards to exercising the board's functions:

- Provide effective administrative support to the board of trustees and its committees.
- Ensure the board of trustees is properly constituted
- Manage information effectively in accordance with legal requirements

Clerk meetings of the Local Governing Bodies of The Boswells School, Barnes Farm Infant School and The Beaulieu Park School (1 meeting per school per half term-18 meetings per year)

Salary

Salary: Local Government Pay Scale Band 4-Point 19 to Point 24 (£3,311 to £3,741 actual salary) and starting point will be dependent on experience.

Hours: 6 hours a week

Paid working weeks: 43.1 weeks

Main responsibilities and tasks

The clerk to the board of trustees will:

1. Provide advice to the board of trustees

- Advise the board of trustees on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for trustees with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the board of trustees;
- Inform the board of trustees 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 are revised when necessary, with the assistance of staff

- Advises on the annual calendar of board of trustees meetings and tasks
- Send new trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of trustees taking on new roles, in particular chair or chair of a committee

2. Effective administration of meetings

- With the chair and Chief Executive Officer prepare a focused agenda for the board of trustees 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 trustees at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent trustees of the date of the next meeting
- Draft minutes of board of trustees meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the board of trustees), the Chief Executive Officer
- Circulate the reviewed draft to all trustees (members of the committee) and the Chief Executive Officer within the timescale agreed with the board of trustees
- Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- Advise trustees and appointing bodies in advance of the expiry of a trustee'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 trustee pecuniary interests and ensure the record of trustees' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is appropriate to do so
- Maintain a record of training undertaken by members of the board of trustees; and
- Maintain trustee meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the board of trustees 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 board of trustees members and their term of office, and inform the board of trustees 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 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 the trust's policy schedule, advising the Chief Executive Officer when policies are due for review
- Maintain records of board of trustees correspondence
- Ensure copies of statutory policies and other school documents approved by the board of trustees are kept in the school and published as agreed, for example, on the website

5. 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

6. Additional Services

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

- Clerk any statutory appeal committees/panels the board of trustees is required to convene
- Clerk meetings of the Members of the Trust
- Assist with the elections of parent and staff trustees
- Participate in, and contribute to the training of trustees in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE) guidance documents
- Maintain archive materials
- Prepare briefing papers for the board of trustees, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new trustees relevant to vacancies
- Perform such other tasks as may be determined by the board of trustees from time to time

