



**CLERK TO THE TRUST BOARD**  
**(GOVERNANCE PROFESSIONAL)**  
**JOB PROFILE**

<b>Grade:</b>	<b>8</b>
<b>Key Relationships/ Liaison with:</b>	Chair of the Trust Board, Headteacher, Members, Trustees, Senior Leadership Team.
<b>Job Purpose:</b>	The Clerk to the Trust Board will be accountable to the Trust Board, working effectively with the Chair, the Headteacher and other Members/Trustees. The Clerk will be responsible for advising the Trust Board on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Trust Board business and observe confidentiality requirements.
<b>MAIN DUTIES AND RESPONSIBILITIES:</b>	
1.	Work effectively with the Chair and Headteacher before each and every meeting, to prepare a purposeful and effective agenda, focusing on relevant key elements.
2.	Take steps to ensure that agenda and supporting documentation is uploaded to the Governance Drive within 7 days of each meeting, and the Trust Board is alerted.
3.	Record the attendance of Trustees at each meeting and take appropriate action re absences in conjunction with the Chair, if necessary.
4.	Advise the Trust Board on governance legislation and procedural matters where necessary before, during and after the meeting.
5.	Take notes of each meeting in order to prepare minutes, including indicating who is responsible for any agreed action. Liaising with the relevant staff within school to ensure that all minutes are published on the campus website, to meet statutory requirements.
6.	Record all decisions accurately and objectively with timescales for actions.
7.	Copy and circulate draft minutes to all Trustees within the timescale agreed.
8.	Maintain a Trust Board hard copy file, containing a copy of each agenda and signed copy of each set of minutes, also maintaining archive materials to meet statutory requirements.
9.	Liaise with the Headteacher and Chair, prior to each meeting to receive an update on progress of actions agreed previously.
10.	Provide clerking services, including organisation, preparation and distribution of all relevant documentation for all Committee meetings, as well as student discipline/exclusion panels, complaints, staff discipline panels and any appeal process where necessary. Take notes at all meetings as directed in points 5, 6 and 7 above – circulating minutes where relevant.
11.	Maintain an up-to-date record of names, addresses and category all Members/Trustees and their term of office.

12.	Be responsible for the recruitment of new Members/Trustees (including Parent Trustees) liaising with the Chair and Headteacher, ensuring that the relevant volunteer recruitment process is followed and observed.
13.	Ensure that all relevant induction paperwork is available/distributed to each new Member/Trustee as required.
14.	Maintain an accurate Governance record on both the Companies House and GIAS (Get Information About Schools) website.
15.	Advise Trustees of expiry of the term of office before the term expires, to enable elections or appointments to be organised in a timely manner.
16.	Ensure that a register of Pecuniary Interests is maintained, reviewed annually and lodged within the school.
17.	Liaise with the Chair and Headteacher in order that a Skills Audit, completed by all Members/Trustees, can be annually reviewed.
<b><u>The Clerk (Governance Professional) should be able to:</u></b>	
18.	Work at times convenient to the Trust Board as well as the school.
19.	Travel to meetings as and when necessary.
20.	Be self-motivated – keeping up to date with changes to legislation and good practice, as well as participating in opportunities for self-development.
21.	Deal with complex and sensitive issues effectively.
22.	Provide a balance of advice and support, taking into account the decisions of the Trust Board.

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- The nature of the post may involve the carrying out of outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the campus.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

### **WHOLE CAMPUS RESPONSIBILITIES:**

- Support current policies and recognised good practice within the campus.
- Be aware of the importance of confidentiality and data protection.
- Participate in annual Performance Management review with Line Manager, based on agreed objectives, ideally one of which should be linked to the campus improvement plan where possible.
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach & use of time.
- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

This post is subject to enhanced disclosure from the Disclosure and Barring Service. All Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at this school.

**The Board of Trustees and the County Council are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed. Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

September 2021