

## **Executive Clerk to the Governors and Trustees of Somerset Road Education Trust (SRET)**

**Responsible to:** Chair of Trustees and Executive Principal, and SRET Business Manager.

**Line Managed by:** SRET Business Manager

### **Job Description**

#### **Main purpose of the role:**

This is a dual role providing advice to SRET and the two local governing committees of Exeter House & the Primary Learning Collaboration on governance, constitutional and procedural matters. Provide information and guidance on regulatory practice and procedures, including governance leadership to the committees and any academy level governance.

- \* Provide effective administrative support to SRET and its committees.
- \* Ensure the Trustees and Governors are properly constituted.
- \* Manage information effectively in accordance with legal requirements.
- \* Management of Policies.
- \* Induction and continued training of Members, Trustees and Governors.

#### **Main responsibilities and tasks:**

The Clerk will:

1. **Provide advice:**
  - On governance legislation and procedural matters where necessary before, during and after meetings.
  - Act as the first point of contact for Trustees and Governors 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 SRET.
  - Inform SRET of any changes to its responsibilities as a result of a change in academy status or changes in the relevant legislation.
  - Offer advice on best practice in academy 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.
  - Advise on the annual calendar of SRET and the two LGC's meetings and tasks.
  - Send new Trustees/Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
  - Manage the induction process of Trustees taking on new roles, in particular chair or chair of a committee.

## 2. **Effective administration of meetings:**

- With the Chair and Executive Principle prepare a focused agenda for the SRET meetings 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.
- Draft minutes of SRET meetings, indicating who is responsible for any agreed action with time scales, and send drafts to the Chair and (if agreed by the Trustees and the Executive Principle).
- Circulate the reviewed draft to all Trustees (members of the committee), and other relevant body, as agreed by SRET and within the timescale agreed with the governing committee.
- Follow up any agreed actions pointed with those responsible and inform the chair of progress.
- Attend all schools within SRET local governing committees

## 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 business interests is reviewed regularly and lodged within the school, displayed on the relevant website and is compliant with what is required with regard to the Academies Financial Handbook.
- Lead on the recruitment process for new Governors, Trustees and members, and to ensure Disclosure and Barring (DBS) has been carried out on all Trustees & Governors.
- Maintain a record of training undertaken by Members & Trustees of SRET; and
- Maintain Trustee/Governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise SRET on succession planning (of all roles, not just the chair).
- Membership also relates to School Governors.

## 4. **Manage Information**

- Maintain up to date records of the names, addresses and category of Trustees and their term of office, and inform SRET and any relevant authorities of any changes to its membership maintaining compliance with regard to the Academies Financial Handbook.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Directors e.g. Child-protection, SEND.
- Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published as agreed as meetings.
- Maintain records of SRET correspondence.
- Ensure copies of statutory policies and other Academy documents approved by the SRET are kept in each Academy and published as agreed, for example, on the websites.
- Take ownership of Governors Hub/Sharepoint and its development to ensure that all information required is regularly populated and up to date.
- Maintain policy register for SRET and the schools within SRET ensuring that policies are regularly reviewed and updated and published in the appropriate place as per statutory legislation, paying due regard to Ofsted requirements.
- Ensure that GIAS is kept up to date.

## **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 academy 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 SRET is required to convene.
- Participate in, and contribute to training of Trustees in areas appropriate to the clerking role.
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for SRET, as necessary.
- Conduct skills audits & advice on training requirements & the criteria for appointing new Trustees relevant to vacancies.
- Perform such other tasks as may be determined by SRET from time to time.