



Castleman Academy Trust

Job Description

Clerk to the School Standards Board

Employer	Castleman Academy Trust	Hours	10 hours per week Term Time only (38 weeks)
Responsible to:	Governance Operations Director	Grade	Grade D (SCP 5 - 6)

Key Purpose

- Provide advice to the School Standards Board (SSB) on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards of exercising the governing body functions:
- Provide effective administrative support to the School Standards Board
- Ensure the School Standards Board is properly constituted
- Manage information effectively in accordance with legal requirements as required

Key Responsibilities

Providing advice to the School Standards Board (SSB)

- Advise the SSB on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point contact for 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 the SSB
- Inform the SSB 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 school policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of SSB meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct
- Contribute to the induction of Governors taking on new roles, in particular the Chair

Effective administration of meetings.

- With the Chair and Headteacher, prepare a focused agenda for the SSB meeting
- 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 Governors of the date of the next meeting
- Draft minutes of SSB meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Headteacher
- Circulate the reviewed draft to all Governors, the Headteacher and Trust Board as agreed by the SSB and Trust Board, and within the timescale agreed with the SSB and Trust Board
- Follow up any agreed action points with those responsible and inform the Chair of progress
- Arrange regular meetings between the Head Teacher, Clerk and Chair of Governors

Membership

- Advise Governors and appointing bodies in advance of the expiry of a Governor'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 Governor pecuniary interests and ensure the record of Governors' business interests is reviewed regularly, lodged within the school and displayed on the website
- Ensure Disclosure and Barring (DBS) has been carried out on any Governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the SSB
- Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- Advise the SSB on succession planning (of all roles, not just the Chair)

Management of Information

- Maintain up to date records of the names, addresses and category of SSB members and their term of office, and inform the SSB 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 governors 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 records of SSB correspondence
- Ensure copies of statutory policies and other school documents approved by the SSB are kept in the school and published as agreed, for example, on the website

Personal Development

- Undertake appropriate and regular training and development to maintain your knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management

Additional Services

- Clerk any statutory appeal committees/panels the SSB is required to convene;
- Assist with the elections of parent governors
- Participate in, and contribute to, the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), Local Authority, Trust and Church Authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the SSB, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the SSB or Governance Operations Director

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Rigorous checks will be undertaken of the successful applicant's background credentials including an enhanced DBS check. Suitability to work with children will be explored at interview

Any other duties commensurate with the role of Clerk to the SSBs that may be required from time to time. The Clerk to the Multi-Academy Trust and the SSBs are accountable to the Trust Board for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. This is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.



Castleman Academy Trust (CAT)

Person Specification

Clerk to the Governing Body

Education/Qualifications	Desirable	Essential
Good level of general education with minimum GCSE Grade C or equivalent in English and Maths		X
Be able to demonstrate a willingness to attend appropriate training and development		X
Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent	X	
Experience & Knowledge	Desirable	Essential
Relevant personal and professional evidence		X
Working as a member of a team		X
Working in an environment where experiences included taking initiative and self-motivation		X
Personal Attributes	Desirable	Essential
Be able to maintain confidentiality		X
Be able to remain impartial		X
Have a flexible approach to working hours		X
Be sympathetic to the needs of others		X
Have an openness to learning and change		X
Have a positive attitude to personal development and training		X
Have good interpersonal skills		X
Skills	Desirable	Essential
Good oral, listening and written skills		X
Writing agendas and accurate concise minutes		X
ICT, including keyboarding skills		X
Organising time effectively and working to deadlines		X
Organising meetings		X
Record keeping, information retrieval and dissemination of School Standards Board (SSB) data/documentation, to the SSB and relevant partners		X
Using the internet to access relevant information		X
Developing and maintaining contacts with outside agencies eg. Departments of the LA, Church Authorities and the DfES		X
Knowledge of Governing Body procedures	X	
Knowledge of educational legislation, guidance and legal requirements	X	
Knowledge of the respective roles and responsibilities of the SSB, the Headteacher, the LA, Church Authorities and DfES	X	
Knowledge of Equal Opportunities and Human Rights legislation	X	
Knowledge of Data Protection legislation (GDPR)	X	
Special Requirements	Desirable	Essential
Be able to work at times convenient to the SSB, including evening meetings		X
Be able to travel to meetings		X
Be available to be contacted at mutually agreed times		X