



Uttoxeter Learning Trust

Clerk to Trust Board and Committees – Uttoxeter Learning Trust

We are looking for a Clerk to take on the responsibility of providing an independent and professional Clerk service to the Board of Trustees. This is a remote working position, however, you will be required to attend meetings in person when required.

Job No.	Post Title	Grade	JE Pts	Date
	Clerk to Trustees	6	15	October 2021

Starting date: January 2022 or earlier

The successful candidate will:

- Will have recent and appropriate governance training
- Will provide clear, efficient administrative support
- Provide focused agenda, minutes and actions for all meetings
- Work with the CEO and trust board directly
- Be a clear communicator

All candidates are advised to refer to the job description and person specification before making an application.

The appointment is subject to an enhanced DBS clearance. The MAT is committed to safeguarding and promoting the welfare of children and young people.

JOB DESCRIPTION

Job Title:	Clerk – to Trust Board & Committees
Responsible to:	Chair of Trust Board
Hours:	Based on 27 meetings per year plus administrative duties
Salary:	Hourly rate £12.20

Main duties

Purpose of role

A professional clerk will contribute towards the efficient and effective functioning of a trust board and its committees by providing:

- administrative and organisational support
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advise on procedural matters relating to the operation of the board

Main Responsibilities:

- Setting the cycle of Trust Board and committee meetings and preparing focused agendas
- Ensuring all meetings are well-structured
- Satisfying all aspects of meeting compliance as stipulated in the Trust's articles of association and the Academies Trust Handbook, and in accordance with arrangements agreed by the Board of Trustees.

Advice and guidance

The clerk provides independent and expert advice to the trust board on its duties and functions, contributing to the efficient conduct of the board by:

- advising the board on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance
- advising the trust board on relevant legislation and procedural matters where necessary before, during and after meetings
- knowing where to access appropriate legal advice, support and guidance, and where necessary seeking advice and guidance from third parties on behalf of the Trust Board
- informing the trust board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- advising the Board on the regulatory framework for governance (relevant acts and regulations, instruments of government)
- offering advice on governance best practice, including on committee structures and self-evaluation
- ensuring that statutory policies are in place, and highlight when staff need to review them
- advising on the annual calendar of trust board meetings and tasks

- facilitating new trustee induction and ensuring they have access to appropriate documents, including any agreed code of conduct
- contributing to the induction of trustees taking on new roles, in particular, chair of the board or chair of a committee
- anticipating issues which may arise, and drawing these matters to the chair's attention, proposing recommendations

Organisation and administration of meetings

The clerk prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the smooth and effective running of meetings by:

- working with the Chair and CEO to prepare a focused agenda for trustee meetings and committee meetings
- liaising with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation
- ensuring meetings are quorate, inclusive and well structured
- recording the attendance of trustees at meetings (including any apologies, recording whether they have been accepted or not), and take appropriate action in relation to absences
- drafting minutes of meetings, indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the trust board
- circulating the reviewed minutes to all trustees/members of the committee, the CEO and other relevant bodies within the timescale agreed with the trust board
- following-up on any agreed action points with those responsible and informing the Chair of progress

Trust board membership

Effective boards need members with the right skills, experience, qualities and capacity. In order to support the board's proper constitution, it is the responsibility of the clerk to:

- advise trustees and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the board's capacity, diversity and skills mix
- establish, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
- give procedural advice concerning conduct of trustee elections and assist with election procedures
- collate, maintain and ensure correct publication of information about trustees such as any pecuniary interests
- ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so
- maintain a record of training undertaken by members of the trust board
- maintain trustee meeting attendance records and advise the chair of potential disqualification through lack of attendance
- advise the trust board on succession planning for all trust board roles

Managing information

The clerk supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This requires the clerk to:

- maintain up to date records of the names, addresses and category of trust board members and their term of office, and inform the trust board and any relevant authorities of any changes to its membership
- maintain copies of current terms of reference and membership of any committees, working parties and any trustees with specific oversight of an area e.g. 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 trust board correspondence
- ensure copies of statutory policies and other school documents approved by the trust board are kept in the school and published as agreed, for example, on the website

Statutory Information and Governance Documentation

- Act as a gatekeeper for information and documentation that clearly details the Trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):
 - Maintaining appropriate records of Trust Board and academy committee membership, along with any terms of reference
 - Maintaining a Trust policy register and advising on the policy review and approval cycle
 - Ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (e.g. on the Trust website) and in line with statutory requirements
 - Ensuring that governance-specific risks are included in the Trust's risk register
 - Supporting production of the annual report and governance statement published with the Trust's annual accounts
 - Managing the flow of information between the Trust Board and academy committees and members, maintaining an up-to-date record of academy committee business
 - Developing Trust-specific documents such as a governance code of conduct and skills matrix
 - Maintaining the Trust's online governance portal or equivalent.

Relationships and development

Good relationships between the clerk and members of the board are essential for open communication. Clerks also have a role to play in supporting and advising the trust board on their self-review and development. The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- developing and maintaining professional working relationships with the chair, the board and school leaders
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of clerk should include:

- undertaking appropriate and regular training to maintain knowledge and improve practice
- keeping up to date with current educational developments and legislation affecting school governance
- participating in regular performance management, led by the chair

Other Duties:

- Organise dates for the Trustees meetings
- Send out calendar invites with Teams links as necessary
- Ensure compliance with Companies House and records are up to date
- Upload information about those governing the MAT to the Department for Education's information about Schools (GIAS) service
- Keep a register of trustees' attendance to meetings
- Keep the website up to date. Including Trustee details, register of business interests and Policies
- Organise Parent Trustee elections

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the trust at the reasonable discretion of the CEO / Chair of Trust Board.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification- Clerk to Trust Board and Committees – Uttoxeter Learning Trust

Criterion	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Appropriate governance training 	<ul style="list-style-type: none"> • Graduate or equivalent experience • Experience of being a Governor or working closely with Governors and or Trustees
Skills and Attributes	<ul style="list-style-type: none"> • An up to date understanding of good practice in corporate governance, including an understanding of the relationship between the Executive and non-Executive. • Thorough knowledge of governance in the education sector, including latest MAT best practice, plus DfE and ESFA requirements. • The ability to quickly gain credibility and influence senior colleagues, including being persuasive and providing challenge where necessary. • Ability to convey complex information with clarity, including writing concise and effective Board papers. Excellent planning and organisational skills. • Strong interpersonal skills and the ability to act diplomatically and with tact. • Resilient, with the ability to deliver a complex and demanding workload alongside colleagues across disparate geographical locations. 	<ul style="list-style-type: none"> • Knowledge of Office 365 including Teams and OneDrive

	<ul style="list-style-type: none"> • Working knowledge of relevant policies/ practices and external regulations e.g. Health and Safety, Data Protection, Equal Opportunities. • Know where to access appropriate legal advice, support and guidance, and where necessary • Authoritative • Enthusiastic with ability to inspire trust and confidence • Organised, and able to work calmly and effectively • Willingness to seek advice and support when necessary • Approachable • Flexible, energetic, determined • Anticipate issues before they and draw these matters to the chair's attention, proposing recommendations • Good ICT skills • Have experience of working in a Multi-Academy Trust 	
<p>Working with others</p>	<ul style="list-style-type: none"> • Ability to work collaboratively and effectively with others 	