



Clerk to Trust Board



Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Clerk to Trust Board** for Poppy Hill Church of England Multi Academy Trust. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

Our core aim is to provide children of all faiths and none with excellent educational provision within a caring and supportive ethos. We have, at the centre of our mission and purpose, the belief that every child has a right to educational excellence through the provision of high-quality schooling.

The Poppy Hill Church of England Multi Academy Trust is built from a solid foundation defined by excellent teaching experiences and the shared values of Honesty, Enthusiasm, Nurture, Love, Originality and Wisdom. We show Love of God, Love of life, Love of learning, Love of each other through Living Our Values Every Day.

These values are at the very core of the Trust, firmly embedded in all of our academies and embraced by our leaders, teachers, staff, parents and children alike. The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website www.poppyhill.org.uk or from Mrs Janice Marshall who can be contacted via Henlow Academy school office, 01462 813733 or on email: jmarshall@henlowacademy.org.uk

The closing date for applications is Friday 30th June.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address.

I know the time and commitment required to go through the application process for a new post. If, having considered the supporting documents, you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Earp'.

Caren Earp

Executive Head Teacher



We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. The school is committed to safeguarding and the welfare of pupils and expects staff to share that commitment. The school operates safer recruitment practices and the successful applicant will be subject to DBS Clearance.

Job Description

Post: Clerk to Trust Board

Salary/Grade Range: NJC Level 3D Points 7-11 - £11.49ph

Hours: 5 hours per week (flexible)

Reporting to: Operations Manager

Liaising with: The Headteacher and SLT of Henlow Church of England Academy, Trustees and Governors.

Main Purpose of the Role: The Clerk to the Trust Board will be accountable to the Trust Board, working effectively with the Chair of Governors, the Headteacher, Operations Manager and other Governors.

A professional clerk will contribute towards the efficient functioning of a governing 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; and
 - advice on procedural matters relating to the operation of the board
- Main responsibilities and tasks

Main Duties and Responsibilities:

1. Provide advice to the governing board

- Advise the board on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance
- Advise the governing board on relevant legislation and procedural matters where necessary before, during and after meetings
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
- Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Advise the board on the regulatory framework for governance (relevant acts and regulations, instrument of government)

- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and that staff revise these when necessary
- Advise on the annual calendar of governing board 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 Chair of the board or Chair of a committee
- Identify priorities, anticipate issues which may arise, and draw these matters to the chair's attention, proposing recommendations

2. Effective administration of meetings

- With the Chair and Headteacher, prepare a focused agenda for governing board 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
- Ensure meetings are quorate
- Record the attendance of governors at meetings (including any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the governing board) the Headteacher
- Circulate the reviewed draft to all governors/members of the committee, the Headteacher (if not a governor) and other relevant bodies, such as the Local Authority/Diocese/Foundation/Trust as agreed by the governing board and within the timescale agreed with the governing board
- Follow-up any agreed action points with those responsible and inform the Chair of progress

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity and skills mix
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner

- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Collate and maintain information about governors such as any pecuniary interests and, where required, ensure this information is published on the school's website
- 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 governing board
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing board 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 governing board members and their term of office, and inform the governing 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 governors 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 governing board correspondence
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website

5. People and relationships

- Develop and maintain effective professional working relationships with the Chair, the board and executive leaders
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

6. Personal Development

- Undertake appropriate and regular training to maintain his/her knowledge and improve practice
- Undertake/maintain qualification in Professional Governance via the National Governance Association

- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management

7. Additional services

- The clerk may be asked to undertake the following additional duties:
- Clerk any statutory appeal committees/panels the governing board is required to convene
- Assist with the elections of parent and staff governors
- Maintain a file of relevant DfE, local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing board, as necessary
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the governing board from time to time

Person Specification

Key Criteria	
Education & Qualifications	<ul style="list-style-type: none"> • Educated to GCSE standard in Maths and English at Grades A - C or equivalent • Level 4 Certificate in Academy Governance, working towards or willing to undertake
Work Experience	<ul style="list-style-type: none"> • Experience of working in a school environment in a similar role
Knowledge	<ul style="list-style-type: none"> • Knowledge of the schools system • Knowledge of governance law, structures, policy and practice in all types of state school • Awareness of current issues and thought leadership relating to the governance of schools and academy trusts • Understanding of charity law and governance in other sectors
Skills	<ul style="list-style-type: none"> • High level communication and IT • High level strategic planning • Decision-making based on intelligent assessment of risk and benefits • Interpersonal/relationship building/stakeholder engagement skills • Presentation and facilitation skills
Attributes	<ul style="list-style-type: none"> • Personal integrity and commitment to the principles of public life • Respecting confidentiality • Can manage and make decisions independently • Ability to lead by example, coach, motivate and inspire others • Agile thinker • Innovator • Calm and resilient under pressure • Commitment to CPD and modelling this to others