

POST TITLE: Clerk to the Local Governance Committee	GRADE: 5, points 11-15
RESPONSIBLE TO: Local Governance Committee (via Headteacher)	
DATE: May 2024	

Responsible for **No direct reports**

Key liaisons **Governors**
School staff and leadership teams
Futura Learning Partnership Central Staff
Trust Governance Professional

Hours of Work **Part-time 97 hours per annum, All Year Round (AYR)**

Purpose of role

To provide advice and guidance to the Local Governance Committee (LGC) on governance, constitutional and procedural matters.

To provide administrative and organisational support.

To operate as a member of the Trust clerking team supported by the Trust Governance Professional..

Duties

Provide advice to the LGC

- Advise the LGC on its core functions and Department for Education governance advice, including the Academy Trust Governance Guide
- Advise the LGC on governance legislation and procedural matters where necessary before, during and after meetings.
- Advise the LGC on best practice in relation to its Scheme of Delegation, LGC Terms of Reference and Governance Framework.
- Advise on the annual calendar of LGC meetings and tasks.
- Work closely with the Chair of Governors to identify priorities and anticipate issues.
- Advise the LGC on succession planning.

Effective administration of meetings

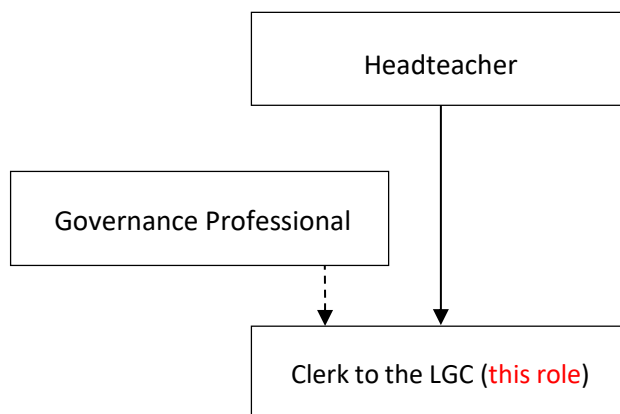
- With the Chair and Headteacher prepare a focused agenda for the LGC using the trust LGCplanner.
- Liaise with those preparing meeting papers to ensure they are available on time, and circulate the agenda and papers in advance of the meeting, using the trust’s agreed platform.
- Ensure meetings are quorate.
- Record the attendance of governors and take appropriate action in relation to absences.
- Chair the part of the meeting at which the chair is nominated, giving procedural advice concerning conduct of this and other elections.
- Prepare concise and accurate minutes indicating responsibilities for agreed actions with timescales.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

- Maintain records of LGC meetings and correspondence, including copies of signed minutes.
- Clerk any appeal committees/panels by arrangement.

Record keeping

- Maintain membership records using the trust's agreed online system and notify the Chair of Governors and Headteacher in advance of any governor coming to the end of their term of office.
- Support the recruitment, election, appointment and induction of new governors.
- Collate and maintain governor information including personal and business interests and arrange for this to be published on the school's website.
- Ensure a Disclosure and Barring (DBS) has been carried out on every governor.
- Maintain a record of training undertaken by members of the LGC.
- Maintain governor meeting attendance records.
- Maintain records of school-based policies and ensure appropriate policies are available on the school website.
- Regularly check and update the governance area of the school website.

Structure



Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification: Clerk to Governors

Requirements	Essential (E) or Desirable (D)
Education	
Good standard of education	E
Education to A Level standard	D
Secretarial or Administrative qualifications or certificates	D
Experience	
Working in a busy environment	E
Working in an educational setting	D
Experience of drafting minutes to a high standard	D
Works well as part of a team	E
Behaviours	
Natural communicator	E
Professional and approachable	E
Confident at problem-solving	E
Confident at following through on tasks and resolving enquiries	E
Pro-active and innovative	E
Positive attitude to change	E
Sensitive to the support needs of governors as volunteers	D
Skills	
Excellent verbal communication skills	E
Excellent written communication skills	E
Excellent planning and organisation skills	E
Ability to prioritise and multi task	E
Good level of IT skills including Outlook and MS Office	E
An understanding of environment in which schools operate	D
Problem solving and common sense approach	E
An understanding of the regulations and procedures affecting governance	D
Attributes	
Committed to the aims of the school	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Sense of humour	E
Other	
Some work outside normal working hours - prior notice given	E