



Clerk Vacancy Sodbury Vale Federation



Required as soon as possible

The governors of Sodbury Vale Federation are seeking to appoint a Clerk to commence duties as soon as possible. This is a paid role (£1904.76 per annum) based on 10 federation meetings per year. Additional hours paid at £12.50 per hour.

If you are a **team player** who is **organised, IT efficient, reliable** and **interested in education** with **excellent communication** skills then this may be your next exciting role. Experience as a clerk or an administrator is desirable but not essential as full training and support can be given.

The key purpose of the role is to provide effective administration and advice to the governing body adhering to UK GDPR and legal regulations using discretion and confidentiality.

The role requires:

- Meeting preparation including agreeing the agenda with the chair and circulating documents in advance.
- Attending 10 meetings per academic year to take then distribute the minutes.
- Monitoring the progress of actions from meetings and policies.
- Maintaining an organised, electronic filing system of relevant documents.
- Advising and tracking progress in relation to statutory requirements, adhering to GDPR regulations and using discretion and confidentiality.
- Supporting the schools' Christian ethos and values.

The role offers:

- Appropriate training for Clerks through LA governor services.
- Working with a dedicated team of governors to support the schools in fulfilling their strategic vision.
- Opportunity to contribute to a supportive, nurturing Federation community.
- Flexibility to complete administration tasks (over and above meetings) at home.
- 10 x 2-2 ½ hr meetings during school terms between 17:30-20:30.
- Access to Microsoft Teams (every 3rd meeting is online).

Sodbury Vale Federation Governing Board is committed to safeguarding and promoting the safety and welfare of children. Therefore you will be expected to share this commitment and all appointments will be subject to appropriate vetting including an enhanced DBS disclosure check.

To find out more about this exciting opportunity to join a committed and dedicated board of governors, please contact us via the school offices by email (admin@stjohnsmead.co.uk / enquiries@hortonprimary.org.uk) with 'FAO Chair of Governors' as the subject. A CV including two referees will be required and interviews will be held at a mutually convenient time with the Chair of Governors and Executive Headteacher.



Valuing Effort, Valuing Others, Valuing Self

Our vision at St John's Mead is that every child should grow in wisdom, knowledge and skills so that they may flourish as unique human beings created in God's likeness, knowing that they are loved and valued with the potential to make a difference in the world.

Loving, learning and flourishing together

Our vision at Horton Church of England Primary School is that everyone knows that they are loved by God and learns all that they need to flourish, contributing to the good of others in the school community and the wider world.



Happy children is at the heart of all we do. By promoting respect, fostering resilience and encouraging independence, our children can reach their full potential and be fully equipped to take on life's challenges knowing they are loved and valued.

Model Clerk Role Description 2020
Clerk to the Governing Board of a Maintained School
(based on the NGA Model Role Description 2020)

1 Purpose of the role

To provide advice and guidance to the governing board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient and effective 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.
- advice on procedural matters relating to the operation of the board.

2 Advice and guidance

The clerk provides independent and expert advice to the governing 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 governing 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 governing board
- informing the governing 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 governing board meetings and tasks
- facilitating new governor induction and ensuring they have access to appropriate documents, including any agreed code of conduct
- contributing to the induction of governors 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

3 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 to prepare a focused agenda for governing board meetings and committee meetings.
- support the production of a governing board year planner which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing board and its committees.
- 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 governors at meetings (including any apologies, minuting 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 governing board.
- circulating the reviewed minutes to all governors/members of the committee and other relevant bodies within the timescale agreed with the governing board; and
- following-up on any agreed action points with those responsible and informing the chair of progress.

4 Governing 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 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, 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 governor elections and assist with election procedures.
- collate, maintain and ensure correct publication of information about governors 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.
- chair that part of the meeting at which the chair is elected, giving procedural advice concerning the conduct of this and other elections.
- 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; and
- advise the governing board on succession planning for all governing board roles.

5 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 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; and
- 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.

6 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 governing 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 skills and knowledge and improve practice.
- keeping up to date with current educational developments and legislation affecting school governance; and
- participating in regular performance management, led by the chair.

7 Additional Services

- clerk any statutory appeal panels/committees the governing board is required to convene, if deemed appropriate.
- assist with the elections of parent and staff governors; and
- perform such other tasks as may be determined by the governing board from time to time.