

JOB SPECIFICATION

Job Title:	Clerk to Academy Standards Committee
Reporting to:	MAT Governance Officer
Salary:	£75 per meeting
Workplace:	Workplace and home based
Location:	Waterton Academy Trust and all Member Academies

Purpose of the Post:	<p>Overall Purpose of the Post: The main purpose of role is to provide advice to the Academy Standards Committee on governance, constitutional and procedural matters.</p> <ul style="list-style-type: none"> • Provide effective administrative support to the governing body and its committees. • Ensure the Academy Standards Committee is properly constituted • Manage information effectively in accordance with legal requirements
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Responsibilities:	<p>Key Activities: Main responsibilities and tasks</p> <p>1. Advising the Governing Body</p> <ul style="list-style-type: none"> • Advise the Academy Standards Committee on governance legislation and procedural matters where necessary before, during and after meetings; • Act as a point of contact for governors with queries on procedural matters; • Have access to appropriate legal advice, support and guidance, via Waterton Academy Trust • Inform the Academy Standards Committee 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 policies are in place, and are revised when necessary, with the assistance of staff; • Advise on the annual calendar of governing body meetings and tasks; • Advise new governors on accessing induction materials and ensure they have access to appropriate documents; • Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee. <p>2. Effective administration of meetings</p> <ul style="list-style-type: none"> • With the chair and headteacher prepare a focused agenda for the Academy Standards Committee meeting and committee 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;
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- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher;
- Distribute approved papers/minutes within the timescale agreed.

3. 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 and lodged within the school;
- 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 Academy Standards Committee;
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- Advise the Academy Standards Committee 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 body members and their term of office, and inform the governing body and Waterton Academy Trust 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 uploaded to WES as agreed at meetings
- Maintain records of Academy Standards Committee correspondence;
- Ensure copies of statutory policies and other school documents approved by the governing body are provided to the academy for retention and publication on the website where appropriate

5. Personal Development

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

6. Additional Services

- Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement;
- Assist with the elections of parent and staff governors;

	<ul style="list-style-type: none"> • 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) and Waterton Academy Trust guidance documents on WES • Maintain archive materials; • Prepare briefing papers for the Academy Standards Committee, 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 Academy Standards Committee from time to time.
Expectations of All Employees	<ul style="list-style-type: none"> • Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure equal opportunities for all • Working knowledge of the education sector • Contribute to the overall ethos/work/aims of the Trust and member academies. • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required
Additional Information:	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
Responsibilities for Resources:	<p>Employees (Supervision): N/A</p> <p>Financial: N/A</p> <p>Physical: The jobholder has responsibility for updating and safe-keeping of confidential governance information.</p>
Customers and Clients:	The clerk works closely with governors and must maintain effective working relationships.
Working Conditions:	The clerk must attend up to 6 Governing body meetings throughout the year, mainly in the evening. The clerk will complete preparatory works such as the typing of minutes from home, but will liaise with Waterton Academy Trust central office, and the school's chair of Governors.
Characteristics of the post:	<p>The ability to regularly evening meetings.</p> <p>The clerk will be required to attend a clerks development programme of training, to be held within Trust schools</p> <p>The employment checks are required:</p> <ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment



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- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.