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| **Job Profile: Governance Officer and Clerk to the Trust Board** | |
| **Job Purpose** | Accountable to the Chair of the Trust Board, working effectively with the Trustees, Members, CEO, Local Governing Board Chairs and Headteachers across Plymouth CAST MAT.  The Clerk will be responsible for advising the Academy Trust on constitutional matters, duties and powers to ensure the Academy works effectively within the current legislative framework.  The hours for this role are not fixed due to the nature of the post. The salary assumes a weekly quota of 15 hours a week over 38 weeks per annum with greater commitment some weeks than others.   * To attend Board and Committee meetings and ad hoc panel meetings * To work at home on their own initiative to meet deadlines |
| **Decision Making** | The job involves working from instructions, but making minor decisions involving the use of initiative. Problems are referred to the CEO or the Trust Board Chair. Little close supervision is necessary beyond that provided by working arrangements and methods. |
|  | **Job Duties:**   * To ensure the Trust remains compliant with its constitutional requirements, (including those relating to the Memorandum and Articles of Association, the rules and regulations made under the Articles, Terms of Reference, the relevant Education Acts, the Funding Agreement with the Department for Education, the Charities Commission and requirements related to registration with Companies House). * To ensure that Trustee and Local Governor information on the websites is current and compliant with DfE requirements, as required * To continually review all legislative, regularity and governance developments that might affect the decision making process whilst supporting Trustees, Members and Local Governors understand and adapt to new national and organisational requirement * To provide effective administration advice and support to the Trust Board meetings and to access appropriate legal advice, support and guidance where appropriate**.** * To liaise between Local Governors, Trustees and Members advising them of the proper exercise of their powers * To manage the Trust Board calendar. * To support Trust Board members with regard to organising training and attendance at various CAST meetings throughout the Diocese. * Review and update terms of reference, standardised minute templates and reporting arrangements for the Trust Board and LGBs on an annual basis. * Liaise with the LGB clerks to ensure that they remain up to date with changing requirements and are maintaining accurate information pertaining to their LGB   **Meetings:**   * To prepare Trust Board and Committee Agendas * To work effectively with the Chairs and CEO/SLT before meetings to prepare main Board and Board Committee agendas and ensure they are produced, collated and distributed along with papers, ensuring board members receive them a minimum of 7 days prior to the meetings * To record attendance, minute and record actions and timescales as agreed and advise Trust Board members on governance legislation and procedural matters as necessary * To prepare accurate draft minutes and submit to Chairs/CEOs for amendment/approval and then issue to Trust Board members within a week of the meeting. * To liaise with the Chair prior to the next meeting to receive an update on progress of agreed actions * To chair that part of the meeting where the Trust BoardChair is elected   **General and School Responsibilities:**   * Maintain records of minutes, policy review, correspondence and terms of office of Trust Board members. * Ensure private and confidential data is kept secure and disposed of in the appropriate manner * To act as the main point of contact for each Local Governing Board, including for such items as resignations, nominations, notice of admission and exclusion appeals, complaints etc. * To ensure that the register of Business and other interests is effectively maintained for the Trust and all schools * To ensure that the central register of all LGBs is up to date * To carry out other duties pertinent to the scope of the post as directed by the CEO, Chairs of Committees, Board Chair, Governor or Trustee |

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| **Demands** | The post holder will be required to attend meetings and ad hoc panel meetings, working at home to produce agendas, minutes and other clerking tasks. A laptop will be provided.  Frequency and location of meetings:   * Trust Board - 10 full Trust Board meetings per annum. * Committee meetings – up to 10 per annum.   Board meetings usually last approx 4 hours.  On occasion meetings may be held at other schools within the trust. |
| **Working Condition** | Exposure to disagreeable environments or unpleasant people-related behaviour will be very rare. |
| **Experience, Knowledge and Qualifications** | **Essential**   * Knowledge of governance legislation and procedures * Demonstrable administrative and secretarial experience * Knowledge of current educational developments and legislation affecting school governance * Knowledge of working with ICT tools such as Word and Excel   **Desirable**   * Previous experience of having undertaken the National Training Programme for Clerks * Previous experience of having updated websites |
| **Skills and Technical Competencies** | **The post holder will be required to:**   * Interpret information and situations related to governors’ meetings and events, e.g. deciding when it is necessary for the Chair to be informed of an issue, and making necessary recommendations if appropriate * Have effective verbal and written communication skills in order to advise and guide the Board on issues * Have advanced keyboard skills in order to produce documentation using speed and precision (e.g. accurate meeting minutes) * Have general IT skills in order to use a word processor and store documents appropriately |
| **Corporate Standards** | Contribute to and support the overall aims and ethos of the schools and the Trust.  Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Plymouth CAST Multi Academy Trust’s constitution and its policies and procedures.  Work within the requirements of the Trust’s Health and Safety policy, performance standards, safe systems of work and procedures  Undertake all duties with due regard to the corporate equalities policy and relevant legislation |