

Job Title:	Clerk to the Trust
Reports to:	Chief Executive Officer (CEO) and Chair of Directors
Hours:	500hrs per annum (equating to approx. 12.5hrs per week), 40wks per year. Usually term time, but must be flexible to fit in with the cycle of the Directors business during the year.
Pay Scale:	NJC Grade D Scale Point 7, £10.14 per hour
Base:	Main work is from home, although the Post Holder will be required to travel to attend various meetings throughout the year at the Trust Head Office at Landscope Primary School. Meeting times vary, but will normally take place in the evenings from 6-8pm, after the school day 4-6pm, or 5-7pm and in the mornings from 9.30 – 11.30am.

**Function of the Post:**

The Clerk to the Trust will safeguard the Trust's reputation for good governance practice. The post holder will have a crucial role in offering procedure advice and guidance in line with the terms of the Articles of Association, the Academies Finance and Governance Handbooks, as well as legislative requirements, ensuring the timely and effective flow of information between the CEO and their team and the Board of Directors and their respective sub committees, including the Local Governing Boards.

The Clerk will support the Chair of Directors in the discharge of their responsibilities and will work principally under the day-to-day direction of the Chair of the Board and the CEO.

Although the Clerk works mainly with the Chair of Directors and CEO, any member of the Board of Directors may seek assistance or advice directly from the post holder about any aspect of the Trust's business or their responsibilities.

**Skills and Experience:**

Excellent organisational skills with proven record of forward planning  
Attention to detail

**Principal Accountabilities and Responsibilities**

1. Advise the Board of Directors and its committees on the proper exercise of their powers in accordance with the Articles, good governance guidance and company law.
2. In consultation with the Chair, the CEO and Chairs of Committees, plan the cycle of business for the Board, its committees and any working parties in line with the Trust's strategic and other plans, as well as statutory requirements. This will require the post holder to plan and organise the programme of meetings of the Board and its

committees, liaising with key members of staff to ensure timely information is provided in a consistent format, giving Directors sufficient time to prepare for meetings.

3. Prepare agenda and briefing papers for the Board and its committees as follows:
  - Full Board – six times a year
  - Audit Committee – meeting usually three times a year
  - Finance & General Purposes Committee – meeting six times a year
  - Remuneration Committee – meeting three times a year
  - Standards & Curriculum Committee – meeting five times a year
  - Annual General Meeting
4. Be able to take accurate minutes at each meeting from your own notes to record decisions and any actions necessary for future reference. Ensure all confidential issues and records are held securely and are only available to authorised Directors, Governors or staff.
5. Organise, prepare and clerk any statutory appeal committees/panels the Board is required to convene, in accordance with the Trust policies and procedures.
6. Produce and maintain a policy review cycle, ensuring that all Trust policies are brought to the attention of the Board and its committees. Once approved and signed, the Clerk will post policies and key documents on the Trust and individual school websites – liaising with Trust administrative staff to do so.
7. Make arrangements for the safe custody of the official record of the Board's business and maintain a record of outstanding business.
8. Take responsibility for achieving high standards of governance, working effectively with the Chair of Directors and Chairs of Committees to prepare purposeful agenda, producing, collating and distributing papers for the Board and committee meetings in a timely manner, as required by individual Directors.
9. Maintain a record of the membership of the Board, notifying the Chair of any vacancies and making arrangements for the recruitment of new members, including ensuring Disclosure and Barring (DBS) checks have been carried out. Maintain a skills register in order that new appointments complement the expertise on the Board, issuing letters of appointment in line with best practice. The Clerk will also maintain the Directors' Register of Interests, ensuring this is updated annually and at such time as changes occur.
10. Liaise promptly with the Company Secretary regarding appointments, resignations, special resolutions and other matters when necessary.
11. Liaise with the Trust Business Manager to support the annual audit process – as it relates to governance matters.

12. Ensure the government website 'Getting Information About Schools' (GIAS), is maintained and kept up to date with all Members, Directors and Local Governors information.
13. Facilitate the induction and training of new directors and governors and take appropriate action if and when the Board of Directors, its Chair or any individual members or governors appear to be at risk of acting outside their powers or to be proposing actions that may be unlawful.
14. Take responsibility for the custody of the Trust's Risk Registers, updating these as directed by the Board and/or CEO.
15. Receive, record and distribute incoming correspondence on behalf of the Board and its committees, including the weekly Clerks' Alert, termly checklist and termly Devon Governance Magazine. Ensure that guidance on legislation is disseminated to appropriate members and used to inform meetings.
16. Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.