



**Clerk of Governors
Candidate Information Pack**

January 2025

Welcome

Dear Applicant,

On behalf of the Governors, I would like to thank you for your interest in the role of Clerk of Governors.

Cann Bridge School, located in Estover, Plymouth, is a local authority maintained special school for children and young people aged 3 to 19 years. We welcome learners from Plymouth, Devon, and Cornwall, with a capacity for 108 learners.

Our school is specifically designed for children and young people with complex cognition and learning needs, all of whom have an Education, Health, and Care Plan, indicating either Severe Learning Difficulty or Profound and Multiple Learning Difficulty. Additionally, the majority of pupils also have additional specific learning difficulties outlined within their EHCPs which include Downs Syndrome, Autistic Spectrum Condition, speech and language difficulties, physical disabilities or a complex medical condition. To learn more about Cann Bridge School and the wonderful things happening, please visit our:

- Website: www.cannbridgeschool.co.uk
- Facebook: www.facebook.com/cannbridgeschool
- School Newsletters www.cannbridgeschool.co.uk/families/newsletters-forms

The staff are dedicated and hardworking, creating a calm and purposeful working environment for the learners in which they deliver personalised learning opportunities as outlined in our Pathways to Independence Curriculum.

The school has a long history spanning 60 years (previously known as Downham School). The current school buildings were purpose built on the Tor Bridge Partnership site; co-located with Torbridge High, Torbridge Primary and Plym Bridge Nursery. Since the completion of the build the school has worked with the Local Authority to increase capacity through the addition of a Post-16 unit (Post Bridge College). In 2022, the school was remodelled during some separation works with the neighbouring co-located primary school. We are fortunate to have excellent facilities and resources; we continue to strive to enhance and develop these further to provide the best teaching and learning opportunities in the delivery of our school offer.

The school is currently going through a significant period of change as outlined in the School Development Plan (SDP) which identifies the key areas for improvement as we strive to provide the very best quality of education to our learners. Our School Development Plan is available on our website.

We are currently seeking to appoint a Clerk to Governors to start in January 2025, or earlier if possible. The role involves delivering an efficient and professional service to our Governing Board. Responsibilities include attending and minute taking during all Governing Body meetings, preparing agendas, managing correspondence, circulating papers, and guidance to the Chair of Governors and School on all procedural matters; training can be provided. The ideal candidate will possess excellent organisational and interpersonal skills, demonstrate proficiency in using ICT, able to manage and meet deadlines, and a professional commitment to confidentiality. The position involves participating in six Governor meetings annually. Typically, these meetings occur on Thursdays between 4:45 pm and 7:00 pm. However, occasional additional meetings may be required to support Governors in fulfilling their duties.

To learn more about our Governing Board please go to: www.cannbridgeschool.co.uk/about-us/our-governors.

Once more, thank you for your interest in the role of Clerk of Governors at Cann Bridge School and we look forward to receiving your application.



Shane Baker
Headteacher

We Cann...

Our Vision & Values



We Cann...

Together, we aspire to create a nurturing school community by being aspirational, learner focused, collaborative and progressive.

We develop each learner's communication and independence through their school journey to prepare them for the wider world through creative and personalised learning, actively contributing to society, leading to healthy and fulfilled lives.

Together, 'We Cann...' be

- Aspirational**
- Learner Focused**
- Collaborative**
- Progressive**

The Role

The Clerk of Governors plays a vital role in supporting the effective functioning of the governing body by providing administrative and procedural advice, ensuring compliance with statutory requirements, and facilitating communication between governors, school leadership, and external stakeholders.

Recruitment Timeline

- Application closing date: Sunday 26th January
- Candidate shortlisting: Monday 27th January
- Interviews: W/C Monday 27th January

Complete applications should be sent to:

hr@cannbridge.co.uk

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Job Description: Clerk to Governors

Cann Bridge School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Salary: Grade D £2795 (pending a pay rise)

Contract type: Permanent, Part-time (190 hours per annum worked flexibly – must attend planning and board meetings)

Reporting to: Chair of Governors

Responsible for: N/A

The clerk will be accountable to the governing body, working mainly with the chair of governors, the headteacher and with other governors when delegated tasks.

Meetings:

The clerk will:

- work with the chair and headteacher before the governing body meeting to prepare purposeful agendas
- ensure any reports, policies and information are written/collated for the agenda, (in some cases write them) liaising with whoever will present to the board
- distribute the agenda and any supporting materials in good time (at least 7 days prior to a meeting) to governors.
- ensure correct procedures are followed including election of chair
- advise the governing body on law, standing orders and procedural matters where necessary during the meeting
- take notes of the governing body meetings, to prepare minutes sending drafts to the chair for approval
- copy the approved minutes and circulate to all governors
- keep a file of minutes agreed by the governors for reference
- draw up an action sheet to expedite decisions taken
- to agree a calendar of dates and prepare a schedule of agendas for Whole Governing Body and sub-committee meetings throughout the year
- follow up the decisions of the governors or ensure that this is done

Membership

- maintain copies of terms of reference and membership of committee and working parties
- maintain an up-to-date file of names and addresses of governing body members, and their terms of office
- record the attendance of governors at the meetings
- advise governors of the expiry of their term of office
- advise the governing body of non-attendance of governors and inform the chair of any governor in danger of being disqualified for non-attendance
- advise the governing body of vacancies and inform the chair and the appropriate body of any resignations or appointments and ensure that action is taken to fill a vacancy

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Advice

- advise the governing body on a range of procedural and legal issues which apply to the governing body
- where necessary, endeavour to persuade the governing body to adhere to statutory procedures and guidance
- act as a first point of contact for governors' procedural questions
- ensure new governors have the essential documents
- give advice and support to governors taking on new roles such as chair or chair of a committee
- advise governors of the governor training available, including induction
- if required, take part in training and development of governor skills
- act as correspondent on behalf of the governing body if requested to do so

Information

- maintain records of correspondence
- advise on, or obtain advice and information for the governing body as required
- keep up to date with current developments and legislation affecting all areas of school governance through training and development and be prepared to share knowledge with the governing body

Professional development

- have undergone initial clerks' training
- attend termly briefings, meetings for chairs and clerks and other relevant sessions
- continue to develop their skills

Additional Duties

- to undertake other responsibilities as mutually agreed between the Clerk and Governing Body
- clerk other meetings as required
- run the elections of parent and teacher governors
- as required, set up and clerk governing body hearings, interviews and appeals
- maintain other governors' files including school policies and other school documents
- assist with the preparation of any governing body reports including those for parents
- maintain a governors library for audit and scrutiny
- assist in the preparation of and maintain a governors handbook and induction package

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Person Specification: Clerk of Governors

Criteria	Qualities Essential	Qualities Desirable	Method of Assessment
Qualifications and training	<ul style="list-style-type: none"> A relevant business administration qualification 	<ul style="list-style-type: none"> Professional qualifications or training in governance A shown commitment to ongoing professional development to stay abreast of changes in governance regulations, education policies, and best practices. 	Application form
Experience	<ul style="list-style-type: none"> Strong administrative and organisational skills, including experience in managing meetings, maintaining records, and handling confidential information. Excellent written and verbal communication skills to effectively communicate with governors, school leadership, and external stakeholders. 	<ul style="list-style-type: none"> Previous experience in a governance support role, ideally within the education sector. Familiarity with school governance structures, policies, and procedures is highly advantageous. 	Application form Interview process
Skills & Knowledge	<ul style="list-style-type: none"> Proficient in office software (e.g., Microsoft Office suite), record-keeping, and document management. Ability to build and maintain positive working relationships with a diverse group of stakeholders. Capability to analyse complex information, identify key issues, and provide practical solutions and recommendations. 	<ul style="list-style-type: none"> In-depth understanding of education law, governance regulations, and statutory requirements relevant to the school. 	Application form Interview process
Personal qualities	<ul style="list-style-type: none"> Ability to handle sensitive information with discretion and maintain a high level of confidentiality. Flexibility to adapt to changing circumstances and navigate evolving requirements. Demonstrates honesty and ethical behaviour, fostering trust stakeholders. Collaborative attitude Conducts oneself in a professional manner, representing with integrity. Capacity to identify challenges, propose solutions, and work collaboratively to address issues as they arise. 	<ul style="list-style-type: none"> A genuine interest in and commitment to the improvement of education, with an understanding of the broader goals and challenges in the sector. 	Application form Interview process

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This job description may be amended at any time in consultation with the postholder.

Last review date: November 2023

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

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