



Creating Tomorrow Multi Academy Trust

•Respect

•Inclusion

•Achievement

Chief Executive Officer Kevin Latham

Chief Operating Officer Esther Bushell

Chief Finance Officer Anthea Murphy

Creating Tomorrow Academies Trust Clerk to Local Governing Body Job Description

Name:	Starting Date:
Salary Grade: NJC E Salary - £19,264 - £19,650 FTE Actual Salary £119.88 to £122.28 per meeting	Status of Post: Permanent
Responsible to: Governance Manager/ Headteacher	Review Date: April 2022
Responsible for: Administrative support to the Local Governing Body	Hours: 6 meetings per year
Responsibilities: Advice to, administration and management of, the meetings of the Local Governing Body	Subject: Academy Governance

Main Duties and Responsibilities:

General

- Advise the governing body on Governance, procedural and constitutional matters.
- Provide administrative support to the governing body and other committees as agreed.
- Provide advice to ensure the governing body is correctly constituted.
- Effectively manage information in accordance with legal requirement.
- Liaise with the Trust Governance Manager in discharging the above duties and responsibilities.

Advising the Governing Body

- Provide the governing body information on procedural matters before, during and after meetings.
- Act as the first point of contact for governors to answer questions concerning procedural matters.
- Access the appropriate legal advice, support and guidance from third parties on behalf of the governing body.
- Keep the governing body up-to-date with any changes in legislation which are likely to affect the governance of the academy.
- Offer advice to governors on best practice in academy management, such as self-evaluations and committee structures in line with Creating Tomorrow MAT guidelines.
- Provide advice to the governing body to ensure that all the academy's policies are up-to-date and adopted in line with the Creating Tomorrow MAT policy schedule.
- Keep the governing body up-to-date with the annual calendar of governing body meetings as provided by Creating Tomorrow Governance Manager.
- Support the governing body with the induction of new governors, ensuring they have access to all the relevant documents and information.

Administration of meetings

- Work alongside the Headteacher and Chair of Governors to prepare an agenda for the governing body.
- Work in partnership with the Headteacher, SLT and governing body to ensure that all the appropriate paperwork is ready before meetings.

- Record attendance at all meetings, taking responsibility for dealing with absences, including providing absent governors with details of upcoming meeting.
- Advise the governing body to ensure that all meetings are quorate (a minimum number of voting members are present).
- Draft minutes of all governing body meetings, including who is responsible for the agreed action, and the expected timescales.
- Distribute the reviewed draft minutes to all governors, the Headteacher and other relevant individuals and bodies.
- Upload all meeting paperwork to GovernorHub.

Membership

- Keep the governing body informed of any upcoming expiries in membership to allow appointments and elections to be planned in advance.
- Chair the meeting where the official chair is to be elected, providing information and guidance on the election process and procedures.
- Oversee the register of interest for each member of the governors.
- Work in partnership with the Trust HR team to ensure that Disclosure and Barring Service (DBS) checks have been carried out for all governors.
- Monitor attendance at governing meetings, advising the chair of any potential disqualifications through inadequate attendance.
- Advise the governing body on succession planning.

Information Management

- Distribute and collect back from all governors the annual governance forms and upload to GovernorHub.
- Keep all personal information of members of the governing body up-to-date and upload to GovernorHub and in line with data protection requirements. This includes names, addresses and categories of membership, as well as their terms of office.
- Inform the board and other relevant bodies of any changes in the personal information of governors.
- Monitor and review all the terms of reference and membership lists of the committees.
- Maintain records of all governing body correspondence.
- Maintain records of signed minutes, and ensure copies are sent to all the relevant parties.
- Ensure that all academy's policies are available to the governing body upon request.
- Provide advice and guidance to the governing body to ensure that the academy website publishes all statutory governance information.
- Provide advice to the governing body to ensure that the academy website contains all the information which is required in order to meet statutory requirements.
- Regularly undertake training which improves and maintains your knowledge and ability to perform your duties, including attending Creating Tomorrow governance briefings and meetings as required.
- Undertake Creating Tomorrow MAT mandatory training courses as specified from time to time by the Governance Manager or the Trust Leadership Team.
- Keep up-to-date with any developments in the education sector.
- Keep up-to-date with legislation which is likely to impact the academy.
- Take part in regular performance reviews and self-evaluation.

Additional responsibilities

- Oversee the process for electing Parent and Staff Governors.
- Organise training for governors as requested by the governing body.
- Maintain and review a selection of guidance documents from the DfE and another relevant authorities.
- Prepare briefing papers for the governing body as requested by the governing body.
- Oversee the governing body's annual self-review of governance.

*Creating Tomorrow MAT is committed to safeguarding children, promoting the welfare of all students, and expects **everyone** to share this commitment.*