



Minute Clerk – Trust Wide
YEAT Central Trust
Required to start from: January 2023
Recruitment Information Pack

Yorkshire Endeavour Academy Trust
www.yeat.co.uk

Contents

Welcome from the Chief Executive Officer	3
Our vision and values	4
YEAT Schools	5 -7
Application process	8
Job Description and Person Specification	9 - 13

Welcome from the CEO

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of all our schools within the YEAT Trust. I am delighted you have shown interest in joining us for the post of English Hub Lead and I look forward to sharing with you what makes our school a very special place to work.

Our Trust was formed in 2018 by five primary schools that have a long and successful track record of collaborative working. Each school has significant expertise in supporting schools. Between us, we have supported 22 schools through School-to-School support strategies. This has enabled us to develop lasting relationships with colleagues based upon trust and mutual respect.

Our Academy Trust is built on shared core values and a real drive to provide an outstanding education for all. We are an inclusive group of schools who firmly believe in celebrating and preserving the diversity within our member schools, whilst ensuring that the Trusts ethos of an outstanding education for all, is at our very core and underpins everything we do.

This is an exciting time to join us. Through our Trust we are able to access the support and resources from our Teaching School, which means as a staff member you have a wide range of colleagues, tools and resources to help you develop not just in this role but beyond. I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application. I look forward to reading it.

Christina Zanelli,

YEAT CEO and Headteacher of Lealholm Primary School

Yorkshire Endeavour Academy Trust

Our Vision and Values

Vision

- **Ethical** action for a world class education.
- **Nurturing** relationships at the heart of our communities.
- **Brave** leadership in a changing landscape.

Values

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.

Schools in Yorkshire Endeavour Academy Trust

Airy Hill Primary School

Pupils succeed and flourish at our school. They achieve well across the whole curriculum. We have a very strong school community where staff care for our pupils and their well-being. Children's behaviour is excellent throughout our school and reflects our high expectations. Not only do pupils behave very well, but they look out for one another and are helpful, polite and welcoming to visitors. Children are keen to talk about how much they enjoy their learning. They feel safe and know that there are adults that they can talk to if they have concerns. Our school values run deeply through the life of our school and are easily identified by anyone visiting us. Relationships between adults, children and our wider community are excellent. Children learn about their local heritage as well as aspects of culture from around the globe - they value and celebrate the differences in each other.



For more information about Airy Hill, please visit our website:

www.airyhill.n-yorks.sch.uk

Castleton Community Primary School

Castleton currently has 53 pupils on roll across two classes: Acorns (EYFS/KS1) and Oaks (KS2). Outdoor learning is a key feature of our provision and children have regular opportunities to participate in a range of outdoor activities. Hidden behind our historic building are extensive grounds, which include tiered gardens featuring a pond, greenhouse, adventure play area, stage, quiet zone, forest school site and an outdoor classroom. Our children are also interested in music and the arts. Our parents are very keen to be involved in the life of the school and we have an active PTFA.



For more information about Castleton, please visit our website:

www.castletonprimaryschool.co.uk

Glaisdale Primary School

Glaisdale school currently has 34 pupils on roll across two classes: Explorers (EYFS/KS1) and Adventurers (KS2). We have a relatively new staff team who have worked hard in recent months to develop our curriculum, sports offer, school council and EYFS provision.



Glaisdale Primary School

Our children love the great outdoors and our rural location provides lots of opportunities for sport and adventurous activities. We would love our new teacher in charge to share this passion, taking the lead on improving our sports and PE provision in order to achieve local, regional and national recognition.

Staff have developed excellent relationships with our parents and 100% of those completing a recent survey said they would recommend Glaisdale to other parents.

For more information about Glaisdale, please visit our website:
www.glaisdaleprimaryschool.co.uk

Lealholm Primary School

Lealholm is a very welcoming school with a friendly atmosphere. The small pupil numbers encourage a family feel, where pupils from Reception to Year 6 happily learn, play, eat and celebrate together. All pupils can identify trusted adults within school, including those in non-teaching roles, to whom they could turn to if they had any worries. Positive attitudes and kind behaviour are celebrated and awarded in weekly assemblies.

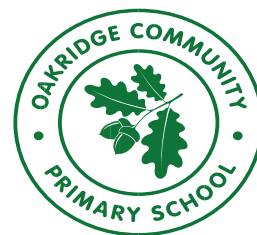


Pupils have access to a wide range of activities, as well as taking on leadership responsibilities, including being on the school council and being reading buddy. Opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. This provides pupils from our small village community with useful opportunities to develop confidence and build relationships with their peers beyond Lealholm, in preparation for their eventual transition to secondary school in the nearest town, almost 10 miles away.

For more information about Lealholm, please visit our website:
www.lealholm.n-yorks.sch.uk

Oakridge Community Primary School

Oakridge Community Primary School is situated in a most beautiful part of the country: the village of Hinderwell located between the North Yorkshire Moors and the North Sea coast.



We are a designated Community Primary School, including a nursery and cater for children between the ages of 3 and 11. The children are organised into two classes: Dolphin Class for KS2 pupils and Seahorse Class for EYFS and KS1 pupils.

We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities.

For more information about Oakridge, please visit our website:
www.oakridge.n-yorks.sch.uk

West Cliff Primary School

West Cliff Primary School is a warm and friendly community school that provides education from children aged 2-11. It currently has 210 children on roll, divided into 8 classes (one for each year group). One of our classes is a nursery class that takes children from 2 years old. The school mainly takes children from the west side and the centre of Whitby - but is accessible from all parts of the town.



We pride ourselves on providing a warm and welcoming environment for children and adults alike, and we strive to provide the very best standard of education possible for our children.

The school has a before and after school club (The Ocean Fun Club), offering wraparound care for children from 7.45 until 5.15. This is open to all children including our nursery children.

We are a Beach School as we believe that the beach is a fantastic resource that can be used, both to learn and have fun on.

For more information about West Cliff, please visit our website:
www.west-cliff.n-yorks.sch.uk.

Application Process

The closing date for all applications is **12 noon, Monday 19th December 2022**

Interviews will be held on the week commencing 9th January.

Completed applications must be returned to NYES.Resourcing@northyorks.gov.uk

If you think you're the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4, and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

For an informal conversation about this opportunity, please contact Sharon Markham, Company Secretary on companysecretary@yeat.co.uk

Job Description

Post Title: Minute Clerk
Responsible to: Company Secretary
Salary: Grade D (SCP 4-6) £10.60 - £10.98 per hour

Job Purpose:

- Provide effective clerking and administrative support to the School Improvement Boards and their committees (SIBs)
- Ensure that meetings are properly constituted in line with Scheme of Delegation or what has been agreed by the Trustees.
- Manage information effectively in accordance with legal requirements.

Main Responsibilities:

1. Attend meetings of the School Improvement Board and ensure minutes are taken, including indicating who is responsible for agreed actions. Record all decisions accurately and objectively with timescales for actions.
2. Maintain a register of attendance and report this to the School Improvement Boards
3. Take follow up actions as instructed by the School Improvement Board, including the drawing up of draft minutes for approval by the chair. Circulate draft minutes in the time scale agreed.
4. Ensure that the composition of the School Improvement Board is in line with the Trusts scheme of delegation and includes required parent representation.
5. Prepare briefing papers for the School Improvement Board, as necessary.
6. Clerk all School Improvement Board meetings as and when required (excluding pupil discipline, staff dismissal and appeals meetings).
7. Maintain copies of current terms of reference as set out in the Scheme of Delegation and nominated governors e.g. safeguarding.
8. Ensure governors complete and review the Register of Business Interests, skills audit and pen portraits. To maintain the register and review it on an annual basis and lodge the register at the Academy and send a copy to the Company Secretary.
9. Maintain up to date records of governor compliance training.

10. Maintain up to date records of the names, addresses and category of School Improvement Board members, their term of office and training, and inform School Improvement Board and the Company Secretary of any changes to its membership.

Communication

11. Liaise with the Company Secretary / Compliance Officer and others preparing supporting papers, making sure deadlines are met as required by legislation.
12. Advise, with guidance from Company Secretary / Compliance Officer, the School Improvement Board on governance procedural matters where necessary before, during and after meetings.
13. Act as the first point of contact for governors with queries on procedural matters.
14. Advise absent governors of the date of the next meeting.
15. Liaise with the Chair prior to the next meeting, to receive an update on progress of actions agreed previously by the School Improvement Board
16. Give and receive notices in accordance with relevant regulations.

Safeguarding

17. Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce e.g. Every Child Matters agenda.
18. Adhere to data protection legislation.
19. Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.

Systems and Information

20. Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.
21. Share information appropriately – in writing, by telephone, electronically and in person.
22. Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.

23. Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.

Resource Management

24. Contribute to the induction of new governors, ensuring they have access to appropriate documents and training. Record all training on the Governance compliance monitoring document.
25. Keep up to date with current educational developments and legislation affecting academy governance.
26. Whenever possible, attend appropriate briefings and participate in professional development opportunities.
27. Liaise with individual schools and the Central Team that DBS checks have been successfully carried out on all new appointees and re-appointees.

Data Protection

28. To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. Health and Safety
29. Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST

Date : 11 November 2022

Person Specification

	Essential	Desirable	Stage Identified
Qualifications and Education	Educated to GCSE level or equivalent	Any relevant training appropriate to the role of Clerk to Governors or minute clerk	Application Form Certificates
Experience and Knowledge	<p>Knowledge of Business Administration</p> <p>Experience in a professional administrative capacity</p> <p>An understanding of the main issues and key agendas within governance support</p>	<p>The roles and responsibilities within academy governance.</p> <p>Knowledge of current legislation and regulatory frameworks in respect of academies.</p> <p>Experience of Academy Trusts</p> <p>Experience of working in an education environment</p>	Application Form Interview References
Skills	<p>Attention to detail and accuracy.</p> <p>High level oral and written communication skills.</p>	Minute taking skills	Application Form Interview References

	<p>Excellent organisational and interpersonal skills.</p> <p>Ability to prioritise, perform under pressure and meet deadlines.</p>		
Personal Attributes	<p>Ability to work on own initiative or as part of a team.</p> <p>Ability to maintain confidentiality.</p> <p>Ability to positively represent the Trust to all stakeholders.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Special requirements	<p>Ability to access reliable transport in order to carry out necessary travel to schools.</p> <p>Willingness to work flexibly in terms of hours including evenings</p> <p>Suitability to work with Children.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Disclosure</p>