

**Job Title:** Clerk to the Governors

**Responsible to:** Chair of Governors

**Purpose:**

To ensure that the governing Board operates within its powers, follows agreed and proper procedures and that its business is conducted smoothly and efficiently.

**Legal requirements and Statutory Powers:**

1. Ensure the Board operates at all times within the legal framework and specifically complies with the Instrument and Articles of Government.
2. Ensure the legal and regulatory compliance by the Board across a range of areas including general principles of charity and education law, legal responsibilities as operators of an educational institution, responsibilities as a body within the central government sector and conditions and obligations of funding and external regulatory bodies.
3. Ensure the Board complies with the requirements of the AoC Code of Good Governance.
4. Ensure public access to Board papers in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
5. Take appropriate action if the Board, Chair or a committee is at risk of acting outside their powers.

**Procedures and Practices:**

6. Advise the Board on issues relating to membership to include maintaining a record of the Governorship of the Corporation, advising on vacancies, with the Principal arrange for staff governor elections, advising the Corporation on strategies for recruiting governors.
7. Maintain a code of conduct and register of interests, advising on the same.
8. Ensure that meetings are quorate, keeping records of such and notifying governors where their membership lapses due to non-attendance or they are otherwise disqualified.
9. Maintain a scheme for delegation of matters to committee or Principal, keeping standing orders and terms of reference under review.
10. Act as administrative support for the appointment, suspension or dismissal of senior postholders with the support of the Director of Personnel.
11. Brief governors and managers on developments in governance.
12. With the assistance of the Vice Principal, work on the development of the governors' annual self-assessment and quality improvement plan and monitor implementation of actions relating to governance within the improvement plan
13. Arrange an external governance review at least once every three years.
14. Support the Board during inspection and audit.
15. Plan, contribute and monitor appropriate information relating to governance for the external auditor.
16. Draft the governance statement for the Annual Report and the annual report of the Audit Committee to the Board for approval by the Chair of Governors and Chair of the Audit Committee respectively.
17. Hold and maintain records.
18. Organise and advise on staff disciplinary or grievance appeals to the Board with the support of the Director of Personnel.

### **Smooth and Efficient Running of the Board:**

19. Determine, with the Board, the calendar of meetings and cycle of business of the Board and committees, identifying the main items to be taken at those meetings and liaising with Chairs to support preparation for forthcoming meetings.
20. Call meetings and ensure the preparation of agendas, reports and draft minutes of meetings and seek approval of draft minutes of proceedings in liaison with the Chair of Governors or appropriate committee Chair.
21. Attend all meetings of the Board and committees, giving advice on procedure, preparing briefing papers, documents on governance and other matters of Corporation business as required.
22. Liaise with student governors as required to ensure they are well briefed at meetings.
23. Facilitate discussion of governance issues between governors and senior staff.
24. Act as the main point of contact between members of the Board and the College and the reference point for enquiries regarding the Board.
25. Provide administrative support to governors, to include acting as correspondent on their behalf.
26. Facilitate the identification of governors' development needs, arranging training and induction including ensuring that governors' mandatory training is completed and that appropriate checks are carried out e.g. DBS. Advising governors of optional training opportunities that may be of interest and maintaining a record of attendance.
27. Manage Link Governors.
28. Ensure the governor section of the College website is kept up to date.

### **Corporation Policies and Procedures:**

29. Maintain and review policies of which the Clerk is the author in line with the established cycle of policy review and to assist members of the Senior Management Team in the review of policies and procedures in so far as they relate to governance.

### **Other:**

30. Provide support and advice to the Chair, Vice Chair and governors as required.
31. Build strong working relationships with the Senior Management team and other staff to promote effective communication.
32. Ensure sufficient independence from the Governors and Management of the College.
33. Maintain a high level of professional development.
34. Attend Clerks' network meetings organised by the Wessex Group, SFCA and other national organisations. This may involve changing working days to be able to attend.
35. Report in the governor statement of the Annual Report on training activities undertaken each year and how these have developed governors and the Clerk.

### **General:**

- Prioritise the safeguarding of all students and participate in training on safeguarding matters.
- Contribute to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- Carry out other duties as may be reasonably required.

## Person Specification

Qualification/ Training	Essential	Desirable	Method of Assessment
Educated to a degree level or equivalent	√		A
Governance qualification or equivalent experience	√		A & I
<b>Experience</b>			
Successful experience of working as a professional Clerk or in a similar type and level of post	√		A
Experience of taking responsibility for meeting statutory, procedural regulatory and policy requirements	√		A
Experience and/or knowledge of Sixth Form/FE education		√	A
<b>Knowledge Skills and Abilities</b>			
<b>Knowledge of:</b>			
Knowledge of current developments in Sixth Form/FE and charity governance		√	A & I
Knowledge of IT and management information systems	√		A & I
<b>Ability to:</b>			
Read and assimilate complex documents, to produce clear and concise summaries and to give sound advice on the statutory framework for Sixth Form colleges	√		A & I
Maintain absolute confidentiality	√		I
Produce high quality minutes	√		A & I
Work independently using own initiative and manage workload	√		I
Be flexible: <ul style="list-style-type: none"> <li>● About hours of work</li> <li>● Adaptable to change</li> </ul>	√ √		A & I
<b>Skills:</b>			
Excellent interpersonal skills	√		I
Excellent verbal and written communication skills	√		A & I
Excellent and proven administrative skills both in organisation and management	√		A & I
<b>Other</b>			
A strong interest in, and empathy for, education and training	√		I