

**Date closing: 01/10/2025 or earlier if suitable candidate identified.**

- **Address:** Langley Hall Primary Academy, Station Road, Langley Berkshire, SL3 8GW
- **Region:** South East
- **Contact Name:** Anchal Kohli
- **Email Address:** [HR@lhpa.co.uk](mailto:HR@lhpa.co.uk)
- **Salary:** Currently £26.50 per hour
- **Hours:** As required.
- **Contract type:** Permanent
- **Workplace:** In person
- **How to apply:** Via Anchal Kohli: [HR@lhpa.co.uk](mailto:HR@lhpa.co.uk)

**Professional Level:** Clerking role: minute taking; administrative support and providing procedural advice

#### **Details**

Minute taking and preparation, arranging meetings, updating Companies House, GIAS with governance details <https://get-information-schools.service.gov.uk/Establishments/Establishment/Details/136951#school-governance> .

## **Job Description of the Clerk to the Langley Hall Primary Academy Trust Governing Board**

### **The main purpose of the role is to:**

- ☐ Provide advice to the governing board on governance, constitutional and procedural matters. Regulations require governing bodies to have regard to advice from the clerk in regard to exercising the governing board functions.
- ☐ Provide effective administrative support to the governing board and its committees.
- ☐ Ensure the governing board is properly constituted.
- ☐ Manage information effectively in accordance with legal requirements.
- ☐ Liaise with the PA for the Executive Head as and when required.

### **Main responsibilities and tasks**

The clerk to the governing board will:

#### **1. Provide advice to the governing board**

- ☐ Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings;
- ☐ Act as the first point of contact for governors with queries on procedural matters;
- ☐ Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board;
- ☐ Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- ☐ Offer advice on best practice in governance, including on committee structures and self-evaluation;
- ☐ Assist the Chair and Executive Head ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff;
- ☐ Advise on the annual calendar of governing board meetings and tasks;
- ☐ Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice; and
- ☐ Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

#### **2. Effective administration of meetings**

- ☐ With the Chair and Executive Head prepare a focused agenda for the governing board meeting and committee meetings;
- ☐ Distribute the agenda and papers as required by legislation or other regulations;
- ☐ Agree and arrange dates of meetings, virtual or face to face as appropriate.
- ☐ Ensure meetings are quorate;
- ☐ Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting;
- ☐ Draft minutes of governing board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the governing board), the Executive Head;

- ☐ Circulate the reviewed draft to all governors (members of the committee), the Executive Head (if not a governor) and other relevant body, such as the local authority/trust as agreed by the governing board and within the timescale agreed with the governing board.

### **3. Membership**

- ☐ Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- ☐ Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections;
- ☐ Maintain a register of governing board pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- ☐ Ensure Disclosure and Barring (DBS) has been carried out on any governor by liaising with the Head of HR when it is appropriate to do so;
- ☐ Maintain a record of training undertaken by members of the governing board;
- ☐ Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance; and
- ☐ Advise the governing board on succession planning (of all roles, not just the Chair).

### **4. Manage Information**

- ☐ Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and any relevant authorities (e.g. Companies House, Get Information About Schools), school's Head of HR, of any changes to its membership;
- ☐ Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Safeguarding, SEND;
- ☐ Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- ☐ Maintain records of governing board correspondence (*emails sent by the Clerk and associated responses, also emails from Governors where the Clerk is copied in*);
- ☐ Ensure that details of Governing Board members are up to date and on the school website (this is done by the Head of HR);
- ☐ Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website; and
- ☐ Ensure all documents required by the governing board are available.

### **5. Personal Development**

- ☐ Undertake appropriate and regular training and development to maintain knowledge and improve practice;
- ☐ Keep up-to-date with current educational developments and legislation affecting school governance; and
- ☐ Participate in regular performance management.

### **Additional Services**

The clerk may be asked to undertake the following additional duties:

- ☐ clerk any statutory appeal committees/panels the governing board is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing board will have to make an alternative arrangement;
- ☐ assist with co-opted governor recruitment;
- ☐ assist with the elections of parent and staff governors;
- ☐ participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- ☐ maintain archive materials;
- ☐ prepare briefing papers for the governing board, as necessary;
- ☐ advise on training requirements and the criteria for appointing new governors relevant to vacancies;
- ☐ perform such other tasks as may be determined by the governing board from time to time.

## **Person Specification of the Clerk to the Langley Hall Primary Academy Trust Governing Board**

<b>KNOWLEGDE:</b>	<b>Essential</b>	<b>Desirable</b>
Comprehensive knowledge of all school governance statutory regulations that apply to academy governing boards for a single academy trust	✓	
A good understanding of the role of the clerk and how to make interventions at meetings		✓
A good understanding of the characteristics of an outstanding governing board or governance group	✓	
A good understanding of what constitutes an effective governing board or governance group meeting	✓	
A good understanding of equality and diversity issues in relation to effective school governance		✓
<b>QUALIFICATIONS:</b>		
Educated to a minimum of GCSE standard in English and Maths	✓	
Clerking accreditation qualification		✓
<b>EXPERIENCE:</b>		
Experience of minute-taking at formal meetings or demonstrates the ability to do this	✓	
Experience of providing high quality support to specific client or stakeholder groups to achieve excellence	✓	
Evidence of developing and maintaining good working relationships with a wide range of stakeholders from diverse backgrounds	✓	
Demonstrable commitment to diversity issues		✓
<b>SKILLS AND ABILITIES:</b>		
Ability to produce high quality minutes that accurately reflect decisions, actions and challenge	✓	
Ability to gain and maintain the confidence of chairs of governing boards and Executive Head	✓	
Ability to help governing boards improve their effectiveness	✓	
Confidence to intervene at meetings to tactfully offer guidance and/or give governing boards formal advice about their conduct	✓	
Good written and oral communication skills	✓	
Ability to consistently meet deadlines	✓	
Good IT skills	✓	
Good organisational skills	✓	
Good interpersonal skills	✓	
Active listening skills	✓	
<b>PERSONAL STYLE AND BEHAVIOUR:</b>		
Commitment to supporting governors and meeting their needs	✓	
Commitment to own personal development and training	✓	