



Sherwood Foundation School

Job Description & Person Specification

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:

Sherwood Park Campus: This is a specialist school for learners aged 3 - 19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.

Sherwood Hill Campus: This is a specialist school for autistic learners aged 3 - 19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and /or struggle to maintain a regulated state for learning.

Sherwood Manor Campus: This is a specialist school primarily for Autistic learners aged 11 - 19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult led learning environment so may need a highly individualised learning offer to meet their academic potential.

Job Title:	Clerk to the Governors
Grade:	Grade P03, Points 32-35
Hours:	15 hours per week, Term Time plus one week (39 weeks)
Education/Qualifications:	GCSE/Functional Skills
Responsible to:	Chair of Governors

JOB DESCRIPTION

The purpose of the role is to provide advice and guidance to the governing board of governors, constitutional and procedural matters. The clerk will contribute towards the efficient functioning of the governing board and its committees by providing:

- Administrative and organisational support such as ensuring meetings are convened, minutes and records of attendance at the meeting are taken and kept;
- Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and
- Advice on procedural matters relating to the operation of the board.

Key Responsibilities:

Provide advice to the governing board:

- Advise the board on its core functions and Department for Education governance advice,
- Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings.
- 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 both at board and academy level.
- Advise the governing board on best practice in relation to its scheme of delegation for governance.
- Ensure that statutory policies are in place, and the business team revise these when necessary.
- Advise on the annual calendar of governing board meetings and tasks.
- Contribute to the induction of governors taking on new roles, in particular chair of the board or chair of a committee.
- Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations.

Effective Administration of Meetings:

- In consultation with the Chairman and Executive Head, and having regard to previous decisions of the governing body, prepare a focused agenda.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days and preferably ten days before the meeting
- Maintain a register of attendance and report this to the governing body
- Attend meetings of the full governing body and ensure minutes are taken, including indicating who is responsible for agreed actions. Record all decisions accurately and objectively with timescales for actions.
- Take follow up actions as instructed by the governing body, including the drawing up of draft minutes for approval by the Chair.
- Circulate draft minutes in the time scale agreed by the governing body.
- Ensure that the composition of the school governing body includes required parent representation.
- 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 Body and committees, as necessary.
- Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees.
- Clerk all Governing Body committees as and when required

Manage Information:

- Advise governors and appointing bodies in advance of the expiry of a member's term of office and impact of this on the board's capacity and skills mix.
- Advise the governing board on the DfE's recommendations and guidance in relation to members
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- Ensure Disclosure and Barring (DBS) has been carried out in liaison with the HR department on any member when it is appropriate to do so.
- Maintain a record of training undertaken by members of the governing board.

Additional Services:

- Clerk any statutory appeal committees/panels the governing board is required to convene: Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Conduct skills audits and advise on training requirements.
- Perform such other tasks as may be determined by the governing board from time to time.

PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment
Knowledge • A good understanding of the regulations and legislation around schools	• Knowledge of Data Protection legislation • Knowledge of governing body procedures and educational legislation and guidance • Understanding of role of governing bodies. • Knowledge of Legislation & good practice in respect of school governance.
Experience • Experience of working in an administrative role • Experience of writing agendas and taking concise minutes of meetings.	
Occupational Skills • Good organisational skills and ability to work to deadlines • Ability to maintain confidentiality • Ability to remain impartial • Ability to work on own initiative	• Report writing skills
Qualifications • GCSE Maths and English or Functional Skills • Ability to demonstrate a willingness to attend appropriate training and development	• To have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent
Other Requirements • Flexibility to work at times convenient to the governing body, including evening meetings • Enhanced DBS Clearance	