



All Saints Catholic Academy Trust

All Saints Catholic Academy Trust Company Number: 7943555 Registered Office: 96 The Crescent, Abbots Langley, WD5 0DS

CEO: Mr. Stephen Wheatley

JOB DESCRIPTION

TITLE OF POST:	Clerk to the Governing Body
ACCOUNTABLE TO:	Chair of Local Governing Body and ASCAT Director of Governance & Compliance
PAY SCALE:	H8, point 26
HOURS REQUIRED:	95 hours over 38 weeks (term-time only), to be worked flexibly
ACTUAL SALARY:	£2,007 per annum (£18.41 per hour)
LOCATION:	Remote/working from home, with in-person meetings as required
CONTRACT:	Permanent, with a six month probationary period

MAIN PURPOSE OF THE JOB:

The Clerk provides effective administrative support to the Local Governing Body, and advises and guides on governance, constitutional and procedural matters, duties and powers.

The Clerk to the Governors will work closely with the Chair of Governors and Headteacher to ensure that meetings are convened, minutes and records of attendance at meetings are taken and kept, and notices issued and received in accordance with the relevant regulations. There may also be some additional responsibilities defined by the Multi Academy Trust. The successful candidate will have strong attention to detail, the ability to deal with sensitive information with the utmost discretion, and to maintain confidentiality at all times.

The position offers flexibility to manage workload around other responsibilities, and administration may be carried out at home. There will be the requirement to attend in person meetings, as defined by the yearly calendar.

ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS:

Full Governing Body Meetings:

- To work with the Chair and the Head on the contents of the agenda and the supporting papers for each meeting of the Governing Body.
- To prepare the papers and upload to Governorhub at least a week before the meeting.
- To attend full meetings of the Governing Body, taking accurate notes from which to write and type up minutes, including assigning agreed actions, then circulating via upload to Governorhub
- To record all decisions accurately and objectively, with timescales for actions.
- To email drafts to the Chair and Headteacher for amendment and approval by the Chair.
- Keep a file of signed minutes as an archive record.
- Chair that part of the meeting at which the Chair is elected.
- To produce the Schedule of Governor Committee meetings for the academic year ensuring these align with key dates and workflow of the Trust Governance schedule and upload to Governorhub ensuring that the Diocese is informed.
- To record the attendance of Governors at meetings.
- To maintain a policy and document review management system.
- To inform the Chair and the Diocese of any resignations or appointments and ensure that action is taken to fill a vacancy.

Sub-Committee Meetings:

- To work with the Chair of the Committee on the contents of the agenda and the supporting papers for each meeting of the Committee and upload these to Governor Hub.
- To prepare the papers and upload to Governorhub a week before the meeting

- To attend committee meetings, taking accurate notes from which to write and type up minutes, including assigning agreed actions, then circulating via upload to Governorhub
- To record all decisions accurately and objectively, with timescales for actions.
- To email drafts to the Chair of the Committee for amendment and approval.
- Keep a file of signed minutes as an archive record.
- To record the attendance of Governors at meetings.

Other Committee Meetings:

- Liaise with Governors regarding attendance/support for staff interviews, disciplinary committees and appeal committees.
- Arranging Governors' Disciplinary Committee Meetings
- Attending Governors' Hearings as Clerk to the Disciplinary Committee, taking notes, writing follow-up letters and minutes
- Ensuring that all documentation is circulated within statutory time frames.
- Arranging independent meeting rooms for Admission Appeals, liaising with the appeal panel of lay members and the Headteachers PA.
- Arranging Complaints Committee Hearing ensuring compliance with the Trusts complaints policy; attending Complaints Committee Meetings, taking notes, writing follow up letter and minutes.

Other responsibilities:

- To administer elections of Parent and Staff Governors.
- To deal with correspondence on the appointment of new Governors.
- To send a welcome pack and letter to newly appointed Governors, including details of terms of office.
- To maintain the constitution of the Governing Body on Governor Hub and ensure all new Governors are given access to the platform.
- To ensure that key documents, communication and policies that are provided by the Trust Board are shared with the Governing Body and noted in meeting minutes.
- Maintain a database of names, addresses and category of Governing Body members, and their term of office.
- Ensure that a Register of Governing Body pecuniary interests (Register of Business Interests) is maintained and reviewed annually
- Ensure that the Governing Body confirm intention to comply with new legislation including updates to Keeping Children Safe in Education and Trust Policies including the Governors' Code of Conduct
- Attend termly Trust Clerks Network Meetings and engage with opportunities for professional development to ensure they are up to date with key changes and requirements.
- Check that DBSs have been successfully carried out on all new appointees and re-appointees.
- Act as Training Co-ordinator to the Governing Body circulating training details, keeping records and sending reminders
- Liaising with the Director of Governance & Compliance to identify key training priorities and promoting training opportunities provided by the Trust
- Working with the Director of Governance & Compliance Board to ensure key messages are communicated to Governors
- Work with the Director of Governance & Compliance to complete annual Governing Body evaluation and Skills analysis

Legal responsibilities:

- Advise the Governing Body on procedural issues.
- Ensure that new governors are provided with all relevant information.

Safeguarding Statement:

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks through the Disclosure and Barring Service, references will be sought, and any other safeguarding requirements in place at the time of appointment, including a brief online check as detailed in Keeping Children Safe in Education, will be carried out.