



<b>TITLE OF POST:</b>	Clerk to the Governing Board (GB) of Bolder Academy												
<b>SALARY:</b>	Up to £3,000 per annum												
<b>PURPOSE OF POST:</b>	To clerk GB meetings; to be responsible for advising the GB on constitutional and legal matters, duties and powers, and to work within the broad current legislative framework. He/she will secure the continuity and management of Governing Board business and observe confidentiality requirements.												
<b>DATE OF APPOINTMENT:</b>	As soon as the DfE Funding Agreement is signed off; anticipated early March 2018												
<b>LINE MANAGER:</b>	Chair of the Governing Board												
<b>HOURS:</b>	Up to 150 hours per annum @ £20 p/hr – calculated approximately as:- <table><tr><td>6 x GB meetings</td><td>60 hours</td></tr><tr><td>3 x Finance meetings</td><td>24 hours</td></tr><tr><td>1 x GB Development</td><td>10 hours</td></tr><tr><td>1 x Trust AGM</td><td>10 hours</td></tr><tr><td>Ad hoc panels</td><td>20 hours</td></tr><tr><td>Additional admin</td><td>26 hours</td></tr></table> <p>The hours for this role are not fixed due to the nature of the post. Therefore, the post holder must be flexible in their approach and be able:</p> <ul style="list-style-type: none"><li>• To attend weekday morning meetings as scheduled</li><li>• To attend ad hoc panel meetings</li><li>• To visit the Academy if necessary to carry out admin duties</li><li>• To work at home on their own initiative to meet deadlines</li></ul>	6 x GB meetings	60 hours	3 x Finance meetings	24 hours	1 x GB Development	10 hours	1 x Trust AGM	10 hours	Ad hoc panels	20 hours	Additional admin	26 hours
6 x GB meetings	60 hours												
3 x Finance meetings	24 hours												
1 x GB Development	10 hours												
1 x Trust AGM	10 hours												
Ad hoc panels	20 hours												
Additional admin	26 hours												

## JOB DESCRIPTION

### Specific Responsibilities:

- To clerk Bolder Academy Trust meetings including GB meetings, Finance, Resources and Audit Committee meetings and Members' general meetings
- To clerk other ad hoc meetings e.g. disciplinary and internal appeal panels as may be required during the course of the year.



- Liaise with the Headteacher, GB Chair and the Chair of the Finance Committee about the agenda for each meeting at least 2 weeks before the meeting date.
- To give proper notice of meetings by emailing the agenda, minutes of the last meeting, and any other papers at least 7 days before the meeting.
- To develop and maintain a timetable of regular papers to be considered by the GB/committee to include consideration of the SEF, SDP, statutory accounts etc
- To be responsible for taking the minutes of all GB Meetings, committee meetings and meetings of the Member Trustees and to circulate a draft set of minutes for comments within one week of the meeting being held.
- To keep a record of Governor attendance at all meetings, to monitor that a meeting remains quorate (notifying the meeting chair if a meeting ever becomes non-quorate). To notify the Chair of Governors of any likely disqualifications by reason of consistent non-attendance.
- Keep an up to date list of member Trustees and Governor/Directors, their terms of office, DBS status, vacancies and a list of committee membership. The list of Governors/Directors should include link responsibilities with individual school departments and areas of the school and their contact member of staff if necessary.
- Maintain a list of Governor visits and ensure reports of visits, once approved by the link member of staff, are circulated to Governors with papers for full GB meetings.
- Maintain a central inspection file of signed minutes and papers for Bolder Academy GB, Committee Meetings and meetings of Member Trustees. To be responsible for responding to formal requests for the disclosure of such minutes and to comply with the requirement to copy documentation over to the Department for Education.
- Be responsible for ensuring that the Governor/Director information on the school website remains up to date and that the relevant member of staff is emailed with such changes as may be required from time to time.
- Maintain a record of Governor/Director training, both undertaken individually and as a full GB. To ensure all new Governors/Directors receive suitable induction training and are assigned a mentor.
- Ensure the Register of Business Interests is checked and updated every autumn term.
- Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the GB.
- Be responsible for the prompt circulation of updates from the Local Authority and Governor Support.
- Ensure the terms of reference for committees are reviewed annually.
- Manage any elections for Chair / Vice Chair of the GB.
- Contribute to the production of a GB annual planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the GB and Committees.
- Provide an advisory role for Governors/Directors and keep all Governors/Directors up to date on matters concerning school governance and their obligations as company directors / trustees.
- Act as Company Secretary.



- Be familiar with the Articles of Association and Academy Funding Agreement and any other key compliance documents (e.g. Governance Handbook, Academies Financial Handbook etc) and ensure that the conduct of all meetings complies with these.
- Keep under review the terms of office for all Governors/Directors and prompt the Head and Chair of Governors 3 months in advance of a term of office coming to an end.
- Receive any resignations from the GB. Maintain records of governing body correspondence.
- Act as a main point of contact for the GB, including for such items as governor nominations, notice of admission and exclusion appeals etc
- Undertake personal development through training and other learning activities as required.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety, security, confidentiality and data protection. Report all concerns to the appropriate person (e.g. Chair and / or Headteacher).
- To keep in regular contact with the Headteacher and Chair of Governors and to assist with any other tasks in relation to the governance of the school as may be required.

Bolder Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

### Essential:

1. A high standard of written communication. Capable of minuting discussions effectively, accurately and appropriately given the sometimes sensitive, subject matter
2. Well organised, with the ability to meet statutory deadlines in good time
3. Good time management skills
4. A good standard of verbal communication, and the confidence to input into GB and other meetings when it is procedurally appropriate to do so.
5. A high level of personal responsibility and confidentiality
6. A good record keeper
7. An effective team player
8. Fully conversant with IT, including the Internet and MS Office products. The post holder must have access to a PC/laptop and an internet connection at home.

### Desirable:

1. Previous experience of acting as a clerk to a governing body
2. Previous experience acting as Company Secretary
3. Knowledge or previous experience of education legislation, guidance and legal requirements