



Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1060
Principal: Mr J P Russell

Required as soon as possible

CLERK TO THE LOCAL GOVERNING BODY

Scale 5 Point 17 £12.35 per hour
Actual salary from £1,687
3 hours per week for 40 weeks per year

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

The Local Governing Body is now seeking a new Clerk to manage and support its work. The position is part time and will involve a minimum of seven meetings of the LGB per year, together with some administrative tasks. For more information, please email clerkofgovernors@sawstonvc.org. A job description, person specification and application form are available on our website at www.sawstonvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Please send your completed application form and a covering letter addressed to the Chair of Governors, Mrs Polly Stanton, to the Human Resources Officer at the College, Ms Louise Milne, or by email to jobs@sawstonvc.org.

Closing date: Friday 6 December at 9.00am

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.



Job Description Clerk to the Governors



Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Salary Scale 5, Point 17

Hours 3 hours per week (at times convenient for the Governing Body, Committee meetings, and to be able to have contact with school staff at mutually agreed times).

Responsible to Chair of the Governors

Job Purpose Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the Clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements
- Secure the continuity of Governing Body business and observe confidentiality requirements.

Main duties

Providing advice to the Governing Body

- Advise the Governing Body 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 advice, support and guidance from the Trust and, where necessary, seek advice and guidance from third parties on behalf of the Governing Body.
- Inform the Governing Body 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.
- Advise on the annual calendar of governing body meetings and tasks in accordance with the Trust's annual Governance calendar.
- Send new governors induction materials and ensure they have access to appropriate documents, in conjunction with the Personal Assistant.*

- Contribute to the induction of governors taking on new roles, in particular Chair or Chair of a committee, in conjunction with the Personal Assistant.*

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 governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school.
- Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise the Governing Body on succession planning (of all roles, not just the Chair).

Effective governance administration

- With the Chair and Principal prepare and suggest a focused agenda for the Governing Body meetings and any committee meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers at least 7 days in advance of the meeting.
- 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.
- Take notes and draft minutes of Governing Body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Principal.
- Ensure that confidential items are minuted appropriately and that minutes reflect this.
- Circulate the reviewed draft to all Governors (or members of the committee), the Principal and the Trust within the timescale agreed with the Governing Body.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.
- Ensure that the approved minutes are approved at the next Governor Body meeting. Maintain a record of signed minutes of meetings in school, and ensure copies are sent to the Clerk to the Trust and are published on the website.

- Maintain up to date records of the names, addresses and category of Governing Body members and their term of office and ensure copies are given to the Personal Assistant.*
- Inform the Clerk to the Trust and Local Authority of any changes to its membership and liaise with the Personal Assistant to ensure the school website is updated.*
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child Protection, SEND.
- Maintain records of Governing Body correspondence.
- Ensure copies of LGB membership, register of pecuniary interests, meeting attendance, and statutory policies are published on the school website.
- Upload minutes and other documents to the Governance Intranet and engage in agreed software for updating and sharing documents. Arrange for logins and email addresses to be set up for new Governors.
- Clerk any statutory appeal committees/panels the Governing Body is required to convene: if the Clerk is not contracted to set up and clerk these panels, the Governing Body will have to make an alternative arrangement.
- Organise/Assist in conjunction with the Personal Assistant 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 a file of relevant Department for Education (DfE) guidance documents.
- Maintain archive materials.
- Update the DfE website GIAS.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies and assist in finding potential new Governors.

*These tasks require the Clerk to liaise closely with the Principal's Personal Assistant.

These duties are not exclusive nor exhaustive and further duties may be required as commensurate with the post as requested by the Principal or Chair of the Governors.

NB The Principal's Personal Assistant supports the work of the Local Governing Body in the following ways:

- Ensure that a Disclosure and Barring (DBS) check has been carried out on all governors.
- Maintain a record of training undertaken by members of the Governing Body and ensure all have completed safeguarding and Prevent training.

- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff, formatting new and/or revised policies as required. Maintain a review schedule of policies and ensure up to date policies are on the website.

**Person Specification
Clerk to the Governors**



Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Attribute	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Relevant administrative qualifications (or equivalent experience) • Excellent communication skills; good level of spoken English • GCSE in Maths and English or equivalent 	<ul style="list-style-type: none"> • Educated to A Level standard or equivalent • RSA Level 3 or equivalent
Experience	<ul style="list-style-type: none"> • Significant relevant recent Clerk / meeting administrative experience • Experience of dealing with complex and sensitive issues in a confidential manner 	<ul style="list-style-type: none"> • Experience of working for an educational organisation • Experience of governance
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • High level of computer literacy • Ability to build and maintain effective / professional working relationships across the school and with external stakeholders of the school • A level of personal sensitivity and professional skill is essential in your dealings with governors, parents, teaching staff, support staff, colleagues and in all other contacts • Attention to detail and accuracy • Excellent organisational skills 	<ul style="list-style-type: none"> • Use of Microsoft Office • Knowledge of governance statutory and legal requirements

Attribute	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to prioritise workload and experience of meeting deadlines 	
Other requirements	<ul style="list-style-type: none"> • Positive, proactive and flexible approach to working • Commitment to safeguarding and promoting the welfare of young people • Satisfactory DBS check, medical clearance and references 	

November 2019