



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Clerk to Trust Board/Governance Officer
Location:	Across the Trust (based at Morley Meadow School currently)
Grade:	Devon E
Hours:	25 hours a week, Monday – Friday (52 weeks/all year round)
Reports to:	Chair of Trust Board and Company Secretary (Chief Financial Officer)
Responsible for:	Providing guidance and support to the Clerks of Local Governing Boards

Job Purpose

To work closely with the Chair of Board, Chairs of the relevant committees, CEO and Trust Executive Team (TET) members in planning the agendas for and administering committee meetings and hearing panels. To support the Company Secretary and advise on the effectiveness of corporate governance, undertaking all associated administration. To work closely with the Clerks of the Local Governing Boards (LGBs) to enable the effective operation of the Trust's corporate governance.

Duties and Responsibilities

1. To advise and support the CEO, Company Secretary, Chair and Board of Trustees on all aspects of corporate governance, regulation and effective business conduct for the organisation, ensuring the highest standards of probity.
2. To ensure the effective operation of agreed corporate governance controls supporting the Board, sub-committees and LGBs and their Clerks, and work with the Company Secretary in supporting the strategic development of governance across the Trust.
3. To assist the respective Chairs ensure that trustees and governors have the appropriate skills and competencies to fulfil their legal duties and obligations by helping develop and support a trustee/governor appraisal and effectiveness review process with adequate training & development opportunities and resources in place.
4. To maintain a calendar of prospective Board and sub-committee business so as to ensure such business is appropriately conducted within an annual business cycle.
5. To work with the Chairs and the TET to ensure all statutory and other Trust policies are included on a timely basis on this annual business cycle, and updated policies are maintained on the Trust's website as required.
6. To set with the Chairs, and communicate, the annual calendar of trustees' meetings, making arrangements for these meetings, including room bookings, catering, IT and parking.
7. To draft agendas for all Trust Board and sub-committee meetings based on the annual cycle of business, and request, collate and distribute papers for such meetings in a timely manner.
8. To scrutinise and engage positively with authors of all proposed agenda papers and advise on their clarity and focus to ensure that the main issues are drawn to the attention of the Board and/or LGBs in a concise way.
9. To provide minute taking for all Trust Board and its sub-committee meetings, ensuring such minutes provide an accurate record of the proceedings of these meetings and who attended.
10. To ensure that the minutes of each such meeting are drafted, approved, disseminated, recorded centrally and published online in a timely and clear manner; and that the action points from each meeting are recorded, monitored and reported on at the next meeting.
11. To support the Company Secretary in keeping under review all corporate governance arrangements that might affect the Trust, ensuring that the Board and sub-committee members are fully briefed on these matters and have regard to them when making decisions.

12. To assist the Company Secretary in ensuring that appropriate arrangements are in place that accord with the Trust's constitution for the identification of candidates for Chairs and new trustees and for their appointment.
13. To assist the Company Secretary in ensuring that all appropriate details of trustees and governors are maintained accurately and on a timely basis at Companies House, on the Get Information About Schools website and the Trust's and its individual academies' websites.
14. To maintain expert knowledge of the regulatory framework and to keep up to date in best practice and requirements in respect of multi-academy trust governance.
15. To ensure with the Company Secretary that the Trust Board and all its sub-committees are properly constituted, with clear terms of reference, and are quorate.
16. To review annually all Terms of Reference to ensure that the work of the committees are compliant with the Articles of Association and all other statutory or regulatory requirements including the Academies Financial Handbook.
17. To ensure with the Company Secretary that all appropriate reports, accounts and forward plans are approved on time by the Board and its sub-committees, are submitted on time to the appropriate regulatory bodies including the ESFA, and as and when required are available for public inspection.
18. To oversee the workings of all the LGB meetings, ensuring these meetings are effectively minuted and managed.
19. To provide or facilitate the provision of briefing and/or training for sub-committee and LGB Chairs and clerks as required.
20. To support the Chairs in ensuring an effective induction and communications programme for trustees and governors.
21. To assist the Chair of the Trust in establishing and overseeing arrangements for the annual evaluation of the effectiveness of the Board and its sub-committees.
22. To manage and produce regular Trust Governance Newsletters and distribute them to all trustees and LGBs.
23. To keep trustees and LGBs informed regularly via email regarding trustee and governor training events and relevant communications including letters from the ESFA to the Accounting Officer.
24. To assist the Company Secretary in ensuring trustees and governors complete annual declarations of their business interests, update such interests during the year, declare such interests before every meeting and avoid conflicts of interests where they might arise during a meeting in accordance with the Trusts' Conflicts of Interests and Related Party Transactions policy.
25. To update information on the Trust's website to ensure that it is accurate and up to date including publication of minutes, statutory and regulatory information and policies, members' and trustees' pen portraits and register of interests, and other key documentation.
26. To monitor the Trust's academies' websites to check that they are compliant with all duly required information and disclosures liaising with the TET and LGB Chairs and Clerks as necessary.
27. To work with the Company Secretary to provide guidance related to the responsibilities and authority of the Board of Trustees, in accordance with the Articles of Association and the DfE/ESFA policy guidance.
28. To support the activities of any trustee working parties if required from time to time.
29. To keep abreast of legislative and other changes that might impact on the operation of the Trust Board and LGBs.
30. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
31. To maintain and update the Trust's gift register for trustees and TET.
32. Be willing if required to undertake research on matters of policy and procedure that may impact the Trust Board providing summary reports and informing and updating both the Trust Board and the LGBs.
33. To be a proactive member of the team by continually seeking to improve and develop own skills, knowledge and the performance of the team and operate within and comply with the Trust's policies, procedures and values at all times.

34. To prepare and contribute to Trust wide development by sharing best practice and professional feedback.
35. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.
36. To undertake any other duties that might reasonably be required.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
Degree-level qualification or similar professional qualification relating to administration and/or governance	E	X	
Experience:			
Providing high-level support to senior leaders/managers	E	X	X
Developing new or improved administrative/governance processes	E	X	X
Working in a regulated sector and/or charitable trust	D	X	X
Working in a large complex organisation	D	X	X
Knowledge, Skills and Abilities:			
Understanding of the purpose, value and principles of governance	E	X	X
Familiarity with the policy requirements for charitable trusts	E	X	X
Confident in influencing peers and senior colleagues in the application of rigorous processes	E	X	X
Able to identify and present opportunities for continuous business improvements	E	X	X
Proficiency with the Microsoft Suite of tools	E	X	
Excellent written communication skills, including the drafting and editing of professional quality documents and emails	E	X	X
Agenda planning and minute-taking	E	X	X
Ability to deal with a variety of sensitive and confidential issues	E	X	X
Ability to work under pressure and to defined deadlines	E	X	X
Personal Qualities:			
Attention to detail, clarity and accuracy	E		X
Well-organised	E		X
Collaborative	E		X
Solutions-focused	E		X
Customer focused with a courteous manner	E		X
Commitment and persistence	E		X