



Job Description

Role:	Clerk to the Board of Trustees
Responsible To:	Board of Directors
Key Contacts:	Chair of the Board of Directors, CEO
Remuneration:	On a claims or grade E (£26524 - £29583 fte) basis
Hours:	Variable but typical approximately 60 hours per year for up to 12 meetings.

Overview of the role

The Clerk to the Board of Trustees will perform the duties of secretary and manage the business of the Boards, including; servicing Board meetings, advising Trustees and the CEO on governance and compliance, and reviewing governance policies and procedures and related documentation.

Time Commitment

The Board are each scheduled to meet 6 times a year. Additional Board meetings are convened as necessary. Further time commitment will be needed to fulfil other responsibilities of the role as referred to below.

Reporting and Management

The role of the Clerk will be directly managed by the Chair of the Board and assisted by the CEO.

Responsibilities of the Role

- In consultation with the Chair, Chief Executive, produce a schedule of meetings and plan of business for the Trust Board.
- Prepare, in consultation with the Chair and Chief Executive, agendas for Board meetings and co-ordinate the timely provision of supporting papers in line with the Board's requirements
- Ensure compliance with Companies House, DfE and Regional Schools Commissioner requirements.
- Arrange the timely circulation of the agendas and supporting papers to Board members and the timely distribution of hard copies as required.
- Attend Board meetings, taking minutes of them and a note of actions required; prepare timely minutes in a professional manner and in line with guidance, together with a note of actions to be taken.
- Seek the Chair or in the Chair's absence the Vice Chair's approval to minutes and action notes, and circulate them for confirmation to Board
- Arrange for those responsible for follow-up actions from Board to be prompted as necessary.
- Co-ordinate effective liaison between the Board.
- Advise the Chair(s), CEO and other Board members on the management of Board business.
- Keep up-to-date with charity legal requirements and guidance on matters relating to governance and compliance, and advise the Board as necessary, providing appropriate briefing notes.
- Keep up-to-date with compliance requirements of the Trust and advise the Board as necessary.
- Advise as necessary on the need for changes to terms of reference of the Board and any other aspects of the Board's work so as to promote effective governance.
- Maintain the Registers of Interests of Trustees of the Trust and other relevant registers as required.
- Undertake such other work as might be required effectively to promote effective governance and compliance, including reviewing governance policies and procedures, assisting in the review of

governing documents and risk registers, assisting in the preparation of Trustees' Annual Reports and assisting in the induction of new Trustees and Senior Managers.

Person Specification

Specifications	Essential	Desirable
A willingness and capability to allocate sufficient time, on a flexible basis, to carry out effectively the duties and responsibilities of the posts	x	
High level of administrative and organisational skills	x	
Excellent communication skills, both written and oral, with the ability to communicate effectively with people at different levels	x	
Detailed knowledge of governance and compliance requirements affecting the Trust		x
A good understanding of relevant legislation/guidance affecting the governance and compliance		x
The ability to apply the above skills, environment experience and knowledge in an education environment	x	
Empathy with the student environment, student activities and student representational roles	x	