

JOB OUTLINE

Job title:	Clerk to the Governing Board
Job ref:	HFL1579
Hours:	Various (Term Time only) Hours will depend on number of meetings supported.
Salary:	£128.63 to £201.82 per FGB meeting and £96.47 to £151.36 per committee meeting (depending on governor clerking experience and qualifications). Clerks are paid per meeting for all related duties before, during and after the meeting. Please note this fee has been enhanced to include holiday pay.
Contract:	Variable hours contract
Reports to:	Clerking Officer
Team:	Governance Services
Location:	Clerks required to travel to settings in Hertfordshire and neighbouring counties. Please contact the clerking team for latest vacancies.

OUR COMPANY

HFL Education (Formerly Herts for Learning) is an award-winning provider of products and services to schools and educational settings within and outside Hertfordshire. We believe that every young person, through access to a great education, should be able to realise their potential, regardless of where they live or their circumstances.

We focus on supporting the schools we work with to achieve successful long-term outcomes for their children. HFL is majority owned by Hertfordshire schools and operates with a not-for-profit ethos.

JOB CONTEXT

HFL's Business Services provide tailored and bespoke business services to support both the strategic and operational management needs of a school, academy or trust.

The Governance Services team support governors, trustees and governance professionals and clerks to have the knowledge, understanding and skills to ensure their school or academy delivers high-quality education.

PURPOSE OF THE JOB

To provide advice and guidance to the governing or trust board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient and effective functioning of a governing board and its committees by providing:

- administrative and organisational support.
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance.
- advice on procedural matters relating to the operation of the board.
- advice on best practice and being effective in governance

KEY DUTIES:

ORGANISATION AND ADMINISTRATION OF MEETINGS

The clerk prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

- working with the governing board to set meeting dates
- organising meetings through creating folders, adding dates and communicating on GovernorHub
- drafting agendas in collaboration with others 14 days before the meeting; liaising with those preparing papers; and then distributing agreed agenda and papers 7 days before the meeting;
- convening meetings and distributing papers electronically as required by legislation;
- ensuring meetings are quorate, inclusive and well structured;
- overseeing election of officers
- recording attendance/apologies and taking appropriate action in relation to absences

- taking clear minutes of meetings including governor strategic challenge, decisions made and indicating who is responsible for any agreed actions with timescales;
- emailing draft minutes to the chair and headteacher for amendment/approval by the chair within 10 calendar days;
- circulating draft approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within 21 calendar days of the meeting
- following up on agreed action points with those responsible and informing the chair of progress;

GOVERNING BOARD MEMBERSHIP

Effective boards need members with the right skills, experience, qualities and capacity. In order to support the board's proper constitution, it is the responsibility of the clerk to:

- keep updated the GovernorHub database with governors names, addresses and category of governing board members and their term of office;
- initiate a welcome email being sent to newly appointed governors including details of terms of office and recommended training;
- maintain electronic copies of current terms of reference and membership of committee and working parties and nominated governors/trustees e.g. Literacy;
- advise governors/trustees and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- give procedural advice concerning conduct of governor elections
- maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- inform the governing board (via an agenda item 'To consider membership'), LA (by updating the GovernorHub) and (if appropriate) diocese/other appointing board of any changes to its membership;
- ensure that a register of governing board pecuniary interests is maintained, reviewed annually and lodged within the school;

- ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so (by liaison with the school who will complete these checks);
- ensure new governors complete and submit pre-appointment check forms included in the welcome pack. Re-elected/ reappointed governors should also complete a new form when starting a new term of office.

ADVICE AND GUIDANCE

The HFL clerk has access to a support network of resources and advice through the governance services team. The clerk provides independent and expert advice to the governing board on its duties and functions, contributing to the efficient conduct of the board by:

- advising on their core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance;
- advising on relevant legislation and procedural matters where necessary before, during and after meetings;
- informing the board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- advising on constitutional regulations
- advise on board procedures:
- advising on statutory guidance and policies
- access external advice as appropriate
- provide advice on governance best practice, including on committee structures and self- evaluation;
- advising on the annual calendar of governing board meetings and tasks;
- advise on governor/trustee training
- supporting new governor induction and ensuring they have access to appropriate documents, and have been advised of recommended training
- contributing to the induction of governors taking on new roles, in particular, chair of the board or chair of a committee;
- anticipating issues which may arise, and drawing these matters to the chair's attention, proposing recommendations.

- share briefing papers for the governing board on governance and education updates supplied by HFL, as necessary.

ADMINISTRATION AND RECORD KEEPING

The clerk supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- maintaining membership records including contact details of board members, terms of office and informing any relevant authorities of changes to membership details
- advising governors/trustees and appointing bodies in advance of the expiry of a governor/trustee's term of office and the impact of this on the board's capacity, diversity and skills mix
- give procedural advice on vacancy filling processes and efficient procedures for election and appointment
- advising the board on succession planning for all board roles
- maintaining governing documents such as terms of reference, policies and signed minutes
- collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests
- maintaining a record of board training and development
- ensuring Disclosure and Barring Service (DBS) and other relevant checks have been carried out on any members of the board by the school/setting, where it is appropriate to do so
- maintaining records of governing board correspondence;
- maintaining governance communication portal

MAINTAINING RELATIONSHIPS AND COMMUNICATION

Good relationships between the clerk and members of the board are essential for open communication. Clerks also have a role to play in supporting and advising the governing board on their self-review and development. The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- developing and maintaining professional working relationships with the chair, the board and school leaders;
- communicating on board matters around the meetings.

- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development

ENSURING COMPLIANCE

The clerk will support the compliance of the board by:

- ensuring meetings are quorate
- overseeing the review of required policies
- advising on the publication of governance information on school websites
- advising on data protection requirements
- advising on board recruitment processes including safeguarding checks
- monitoring eligibility of board members to serve, including on committees
- notifying disqualifications, expiry of office etc
- liaising with those responsible for statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance

PROFESSIONAL DEVELOPMENT

In order to succeed in the role, the clerk must commit to developing their knowledge and understanding of governance, in line with the settings being supported. The clerking team will provide frameworks and objectives to support the clerk in monitoring their progress. All clerks will need to commit to the following continuing professional development:

- complete HFL clerk Induction at point of entry
- complete HFL eLearning modules on safeguarding and GDPR within 3 months of appointment.
- attend termly governance webinars provided by the clerking team
- complete relevant HFL training* if supporting panels
- complete appropriate governance eLearning modules or live sessions provided by HFL to support their knowledge of governance
- keeping up to date with current education developments and legislation affecting school governance.
- successfully complete the HFL Clerks' Development Programme within first two years of employment;

**All clerks training is provided remotely.*

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time become necessary.

PERSON SPECIFICATION

Knowledge of:

- the schools system: structures, accountability and funding
- governance legislation, procedures and regulations relevant to the organisation
- the core functions of a school governing/trust board as they apply to the organisation
- elements of effective governance and board practice as they apply to the organisation

Skills and abilities:

- literacy, numeracy and IT
- excellent written English skills
- clear verbal communication
- minute taking
- planning and organisational
- people and relationship building
- advisory skills (recommending a course of action)
- risk aware/able to articulate risk in the context
- problem solving
- time management to meet deadlines and competing demands
- personal integrity and commitment to the principles of public life
- respect for confidentiality
- confidence and resilience (to challenge when necessary)
- commitment to professional development to maintain knowledge and improve practice

EQUAL OPPORTUNITIES

HfL is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

HfL is also equally committed to becoming an anti-racist organisation and we encourage you to view our [Anti-racist position statement](#) which gives clarity on our anti-racist stance. In our relentless efforts to be an anti-racist organisation, we recognise the negative impacts of under representation and lack of diversity in our organisation, our education system and in all aspects of our society. Therefore, for recruitment into any HfL post, where we have 2 or more candidates of equal merit, candidates with protected characteristics will be given advantage over candidates without such characteristics. This is sometimes referred to as a 'tie-breaker' and is referred to as 'positive action' in the Equality Act 2010.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Please note that if you are invited to interview, we will expect you to be prepared to discuss unconscious bias with us; we find these conversations more than any others give us all a good idea of what working together will be like.

DISCLOSURE AND BARRING SERVICE

This post may be subject to full pre-employment checks and is exempt from the Rehabilitation of Offenders Act 1974. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

INTELLECTUAL PROPERTY RIGHTS

It is a contractual requirement of all employees of HfL to protect the intellectual, property rights of the company and to adhere to our company policy with regard to IP.