

Job Title:	Clerk to the Local Board
Reports to:	Chair of Local Boards (LB's)
Hours:	160hrs per annum (equating to approx. 4hrs per week), 40wks per year. Usually term time, but must be flexible to fit in with the cycle of the LB's business during the year.
Pay Scale:	NJC Grade D Scale Point 7, £10.14 per hour plus mileage allowance of 45p per mile
Base:	Main work is from home, although the Post Holder will be required to travel to attend various meetings throughout the year at the Trust Schools. Meeting times vary, but will normally take place in the evenings.

Function of the Post:

The Clerk to the Local Board will safeguard the Trust's reputation for good governance practice. The post holder will have a crucial role in offering procedure advice and guidance in line with the terms of the Articles of Association, the Academies Finance and Governance Handbooks, as well as legislative requirements, ensuring the timely and effective flow of information between the CEO and their team, the Board of Directors and their sub committees and Clerk and the LB.

The Clerk will support the Chair of the LB in the discharge of their responsibilities and will work principally under the day-to-day direction of the Chair of the Board and the CEO.

Although the Clerk works mainly with the Chair of the LB, any member of the LB may seek assistance or advice directly from the post holder about any aspect of the Trust's business or their responsibilities.

Skills and Experience:

Excellent organisational skills and attention to detail

Principal Accountabilities and Responsibilities

1. Advise the LB on the proper exercise of their powers in accordance with the Articles, good governance guidance and company law.
2. Prepare agenda and briefing papers for the LB's meetings throughout the year - approx. 6 meetings
3. Provide supporting documentation as requested to the Standards & Curriculum Committee for their reporting requirements to the Trust Board of Directors.

4. Be able to take accurate minutes at each meeting from your own notes to record discussions and any actions necessary for future reference. Ensure all confidential issues and records are held securely and are only available to authorised Directors, Governors or staff.
5. Take responsibility for achieving high standards of governance, working effectively with the Chair of the LB to prepare purposeful agenda, producing, collating and distributing papers for the meetings in a timely manner, as required by individual Governors.
6. Maintain a record of the membership of the LB, notifying the Chair of any vacancies and making arrangements for the recruitment of new members, including ensuring Disclosure and Barring (DBS) checks have been carried out. Maintain a skills register in order that new appointments complement the expertise on the Board. The Clerk will also maintain the Governors' Register of Interests, ensuring this is updated annually and at such time as changes occur.
7. Liaise promptly with the Company Secretary and Trust HR Officer regarding appointments, resignations, and other matters when necessary.
8. Facilitate the induction and training of new governors and take appropriate action if and when the Chair or any individual governors appear to be at risk of acting outside their powers or to be proposing actions that may be unlawful.
9. Receive, record and distribute incoming correspondence on behalf of the LB including the weekly Clerks' Alert, termly checklist and termly Devon Governance Magazine. Ensure that guidance on legislation is disseminated to appropriate members and used to inform meetings.
10. Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.