



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

CLERK TO TRUSTEES JOB DESCRIPTION

Name:

Job Title: Clerk to Trustees

Employed at: The Levels Academy Trust

The Levels Academy comprises four schools, namely:

Hambridge Primary School

Huish Episcopi Primary School

Middlezoy Primary School

Othery Village School

Job Description

Clerk to Trustees

The Role

The Clerk will be accountable to the Chair of Trustees, working effectively with the Trustees and Members, the CEO, Chairs and Clerks of the Local Governing Bodies and Headteachers across the Levels Academy Trust. The Clerk will be responsible for advising the Academy Trust on constitutional matters, duties and powers to ensure the Academy works effectively within the current legislative framework.

Location:

The Registered Office for The Levels Academy Trust is at Huish Episcopi Primary School but meetings could take place in any of the Trust's schools. These are all likely to be within a 20-minute drive of the Registered Office.

Hours:

The hours for this role are not fixed due to the nature of the post. The salary assumes a weekly quota but this will be worked flexibly across the year with a greater commitment some weeks than others. Therefore, the postholder must be flexible in their approach and be able:

- To attend evening meetings and ad hoc panel meetings
- To work at home on their own initiative to meet deadlines

Job Duties:

- To ensure the Trust remains compliant with its constitutional requirements, (including those relating to the Memorandum and Articles of Association, the rules and regulations made under the Articles, Terms of Reference, the Funding Agreement with the Department for Education and requirements related to registration with Companies House
- To ensure that Trustee information on the Trust website is current and compliant with DfE requirements, as required
- To continually review all legislative, regulatory and governance developments that might affect the decision-making process
- To provide effective administrative advice and support to Trust governance meetings (approximately 38 meetings per year)
- To liaise with Local Governing Bodies
- To ensure Trust complaints are handled effectively
- To advise the Trustees and Members on the proper exercise of their powers
- To work effectively with the Chair and CEO before meetings to prepare Trust agendas.

Main Purpose of the role:

- To ensure that agenda papers are produced on time
- To produce, collate, and distribute the agenda and papers to ensure Trustees/Members receive them 7 days before the meeting
- To record attendance and take action re absences
- To advise the Members and Trustees on governance legislation and procedural matters
- To prepare minutes of meetings, indicating who is responsible for any agreed action
- To record decisions accurately and objectively with timescales for action
- To submit drafts to the chairs for amendment/approval.
- To issue the approved draft to all trustees within the agreed timescale
- To advise absent members/trustees of the time, date and venue of next meeting
- To keep a record of minutes produced

- To liaise with the chair prior to the next meeting to receive an update on progress of agreed actions
- To chair that part of the meeting at which the chair is elected
- To maintain a database of names, addresses and category of members and Trustees and their terms of office
- To maintain copies of current terms of reference, membership of committees, working parties and nominated membership
- To advise Members and Trustees, and appointing bodies, of expiry of terms of office before terms expires so elections or appointments can be organised in a timely manner
- To maintain meeting attendance records within the academy and on the website and advise the meetings of non-attendance.
- To ensure that a register of pecuniary interests is maintained, reviewed annually and lodged within the Academy and on the website
- To check that DBS checks have been successfully carried out on any Member or Trustee when it is appropriate to do so.

Advice and information

- To advise on procedural issues
- To access appropriate legal advice, support and guidance
- To maintain a file of Academy statutory policies and other Academy documents approved by the Board of Trustees
- To maintain records of Academy governance correspondence

General Responsibilities

- Contribute to and support the overall aims and ethos of the schools and the Trust
- Participate in training and other learning activities as required
- Participate in performance management and development as required by the Trust's policies and procedures
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of, and comply with, the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy
- Be familiar with Safeguarding requirements in protecting the welfare of children and young people
- Ensure the Terms of Reference for all Trust committees are reviewed annually
- Manage any elections for Chair and Vice-Chair of the Board of Trustees
- Be familiar with the Articles of Association and Academy Funding Agreement and any other key compliance documents and ensure that the conduct of all meetings comply with these
- Keep under review the terms of office for all Trustees and to prompt the Head and Chair of Trustees three months in advance of a term of office coming to an end
- Receive any resignations from the Trust Board
- Maintain records of Trustee correspondence
- Act as a main point of contact for the Local Governing Bodies, including for such items as trustee nominations, notice of admission and exclusion appeals etc.
- Undertake personal development through training and other learning activities as required

- Be aware of and comply with school policies and procedures relating to child protection, health, safety, security, confidentiality and data protection. Report all concerns to the appropriate person (eg Chair and / or Executive Principal).
- To keep in regular contact with the CEO, Chair of Trustees and Chairs of Governors and to assist with any other tasks in relation to the governance of the Trust as may be required.
- Ensure private and confidential data is kept secure and disposed of in the appropriate manner.
- To carry out duties pertinent to the scope of the post as directed by the CEO, Chair of Trustees or other senior manager of the Trust eg maintenance of statutory information on school websites and DFE's Edubase

The above are the key accountabilities as currently defined but this is not an exhaustive list; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post. The contents of this job description will be reviewed with the postholder on an annual basis in line with the Trust's appraisal policy.

Trust Ethos:

Contribute to the ethos and aims of the Trust

- To be aware of, read and understand the Trust's Equal Opportunities, Race Equality, Whistleblowing and Safeguarding Policies (all available electronically through the Trust website) ensuring at all times that the duties of the post are carried out in accordance with Trust policies
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and Trust policies
- To review and develop working practice by developing and maintaining effectiveness as a member of the Trust staff through taking responsibility for their own continuing professional development
- To work effectively with Trustees, applying own strengths and expertise to contribute positively to the overall aims and objectives of the Trust
- To undertake any duty or responsibility that the Trustees ask relevant to the business and schools' needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain positive working relationships with Trustees and other professionals.

Signatures – line manager and job holder

Signed.....
Line Manager

Dated:.....

Signed.....
Postholder

Dated:.....