



**JOB DESCRIPTION**

<b>1. Job Title:</b>	<b>Clerk to The Board of Trustees, KMAT</b>
<b>2. Salary Grade:</b>	<b>Between 420-450 hours per year (£12.35 - £13.64 per hour) Scale H (14-17) £23,836-£26,317 FTE</b>
<b>3. Line Manager</b>	<b>Chair of Trustees</b>

**4. Broad Description of Post:**

The Clerk to the Board of Trustees will be accountable to the Board of the Kenilworth Multi Academy Trust, working effectively with the Chair of the Trust, the CEO, and local Governors. The Clerk will provide administrative support to the KMAT Board, its committees, the Members of the KMAT and the local Boards in KMAT schools. The Clerk will be responsible for advising the Trustees on governance, constitutional and procedural matters, duties and powers. He/she will work within the broad current legislative framework and in line with DfE requirements. Confidentiality must be observed at all times.

**5. Responsibility for others:**

The post has low impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

**6. Responsibility for Staff:**

N/A

**7. Responsibility for Finance:**

N/A

**8. Responsibility for Physical Resources:**

The post has some direct responsibility for physical resources, involving the careful accurate, confidential and secure handling and processing of information.

**9. Typical Tasks**

**Meetings: the Clerk to the Board of Trustees will;**

- work effectively with the Chair of the Trust, Executives and Chair of Local Boards, before meetings to prepare a purposeful agenda which takes account of DfE requirements.
- encourage all Executives and contributors to meetings to produce agenda papers in a timely manner.
- in relation to the above, produce, collate and distribute the agenda and papers electronically so that recipients receive them at least seven clear days before the meeting.
- record the attendance of Trustees and Governors at all meetings and take appropriate action re absences.
- advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting.
- take notes of KMAT Board and its committees, local Board and Members meetings to prepare minutes, including indicating who is responsible for any agreed action.
- record all decisions accurately and objectively with timescales for actions.
- send drafts to the Chair and CEO for amendment/approval by the Chair.
- copy and circulate the approved draft to all Trustees and Governors within the timescale agreed.
- follow up on Trustees and Governors who have missed successive meetings.
- keep a record of signed minutes as an archive record.
- update a log of agreed actions following each meeting and send updated log to Trustees, Governors and Executives as appropriate to ensure that key contributors have appropriate time in advance to complete agreed actions.
- following the approval of the minutes, forward a copy to the DfE if required.
- use secure online document storage to share information demonstrating effective use of computer skills.

**Membership: the Clerk will;**

- maintain a database of names, addresses of Trustee Board Members and their terms of office.
- maintain a database of names, addresses of Local Board Members and their terms of office in KMAT schools.
- initiate a welcome pack/letter being sent to newly appointed Trustees and Governors including details of term of office.
- maintain copies of up-to-date terms of reference and membership of committees and additional responsibilities for nominated Trustees/Governors e.g. safeguarding.
- advise Trustees and Governors of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
- liaise with Company Secretary to inform DfE about changes to membership for GIAS database and Companies House.
- maintain attendance records of all Trustees and Governors at meetings and advise the Chair/CEO of non-attendance of governors.
- ensure that the above information is posted on the relevant school/Trust websites.
- advise that a register of pecuniary interests for Members, Trustees and Governors is maintained, reviewed annually and logged within the school and posted on the relevant Trusts/school websites.
- check with HR that the Disclosure and Barring Service check has been successfully carried on any Trustee/Governor as appropriate.

**Advice and Information: the Clerk will;**

- advise the KMAT Trust and Local Boards on procedural issues.
- have access to appropriate legal advice, support and guidance.
- inform the Board of Trustees of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- ensure that all new Trustees have access to key documents such as 'Keeping Children Safe in Education' and most up-to-date edition of the Academies Financial Handbook.
- ensure that new governors have links to access up-to-date and relevant information, eg 'Keeping Children Safe in Education', 'A Guide to the Law for School Governors' and other relevant information.
- maintain a record of training undertaken by the Board of Trustees and Local Governors.
- ensure that a skills audit is completed regularly in consultation with the Chair of the Trust.
- advise on the requisite content of the KMAT and school websites ensuring that all statutory policies and legal documentation are kept up-to-date and easily accessible.
- ensure that Trust statutory policies are in place, and that a file is kept of policies and other documents approved by the Board of Trustees
- ensure that school statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Local Boards.
- maintain records of KMAT and Local Board correspondence.

**Professional Development: the Clerk will;**

- be willing to undertake appropriate training and participate in professional development opportunities.
- keep up-to-date with current educational developments and legislation affecting school governance.

**Additional duties: the Clerk will;**

- clerk some or all statutory and non-statutory governing body committees
- participate in, and contribute to the training of governors in areas appropriate to the clerking role
- maintain an electronic file of relevant DfE, local authority documents
- maintain archive materials
- help to produce briefing papers for the Trustees and Local Boards as necessary
- help to produce, in collaboration with staff in schools, a Trustee/Governor planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Trust, Local Boards and their committees.
- develop consistency in record keeping, minuting and presentation of minutes and reports across KMAT schools

**10. Qualifications/Training and likely abilities**

- Able to carry out administrative tasks.
- Able to carry out instructions from others.
- Understand and able to use relevant technology and has keyboard/word

processing skills. IT literate in Word and Excel.

- Have a willingness to attend appropriate training and development.

**11. Child Protection and Safeguarding:**

Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.

As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the school's safeguarding arrangements.

**12. Context of post:**

This post should be seen in the context of the KMAT Strategic Plan and Vision and priorities of each KMAT school.

**13. Re-negotiation**

Elements of this Job Description may be re-negotiated at the request of either party and by agreement with the Chair of Trustees and CEO.

Signed .....  
(Postholder)

Signed.....(Line  
Manager)