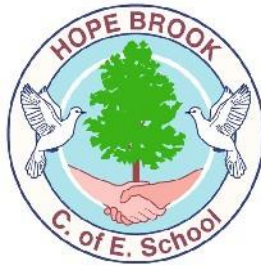


# Applicant Pack – Clerk to Governing Body



## Hope Brook Church of England Primary School

*Church Road,  
Longhope,  
Gloucestershire. GL17 0LL.*

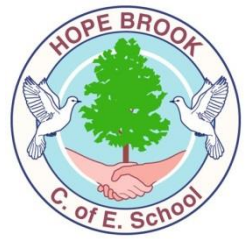
*Head Teacher : Stephanie Severn*

*Tel: 01452 830558*

*Fax: 01452 831139*

*Email: [admin@hopebrook.gloucs.sch.uk](mailto:admin@hopebrook.gloucs.sch.uk)*

*Website: [www.hopebrook.gloucs.sch.uk](http://www.hopebrook.gloucs.sch.uk)*



The school is located in the village of Longhope on the edge of The Forest of Dean. The school's grounds are spacious and very picturesque. There are excellent road links to Gloucester, Cheltenham and Bristol and surrounding areas.

The school site was opened in June 2003 and provides modern and spacious accommodation for up to 120 pupils in five classes with much natural light. It has a craft area, a well-resourced library, a large multi-purpose hall, and a well-equipped kitchen where healthy meals are prepared daily. It has retained the Christian ethos and has well-established links with the local Church.

All this provides an ideal and inspirational teaching environment for the pupils. The grounds are extensive with hard play areas, grassed sports field, trim trail and nature area.

'All staff have high expectations of pupils' behaviour. The school provides a calm and well-ordered learning environment where pupils feel safe and secure.' *OFSTED 2016*



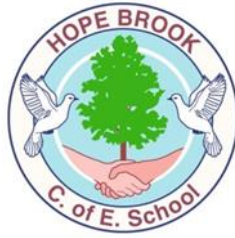
The school maintains close links with the Village community and has a hard working, pro-active PTA.

### **Ethos Statement**

As a school rooted and grounded in God's love and respect for Christian values, we want the young people of Hope Brook to learn and flourish as inquisitive individuals prepared for life in the world – today and in the future.

### **Directions – Hope Brook School**





## **Clerk to Governors**

Thank you for your interest in the job opportunity available at our school.

Hope Brook C of E Primary School is a small, successful rural school that is growing in popularity. We currently have 5 classes.

We are looking for a person who:

- Is keen to support an effective governing body in its role of supporting and challenging school leadership
- Is willing to keep up to date with the ever-changing world of educational practice
- Is well –organised and has excellent inter-personal skills
- Is able to work flexibly and independently – as this role involves irregular hours

If you would like the opportunity to join our team, please review the job description and the person specification, and complete the LA application form. Please return your completed application form by e-mail to [admin@hopebrook.gloucs.sch.uk](mailto:admin@hopebrook.gloucs.sch.uk) by Monday 1 June 2020.

Visits to the school are warmly welcomed. Full training is available.

Stephanie Severn  
Headteacher

### **Key Dates:**

**Closing Date – Monday 1 June 2020**

**Interview Date – Friday 12 June 2020**



## Person Specification – Clerk to Governing Body

Selection Criteria	Essential	Desirable
<b><u>Qualifications</u></b>	A good standard of education including GCSE English and Maths	
<b><u>Experience</u></b>		Previous experience of clerking at meetings including minute taking Knowledge of Governing Body procedures
<b><u>Knowledge and Understanding</u></b>	Experience of working with Microsoft packages including Word, Excel and Powerpoint	Knowledge of legislation affecting school governance
<b><u>Communication skills</u></b>	Have excellent communication skills and the ability to communicate clearly and concisely both orally and in writing  Ability to maintain confidentiality at all times	
<b><u>Skills and Attributes</u></b>	Be reliable and have excellent organisational and time management skills  Ability to use own initiative and work autonomously  A Flexible approach  To be friendly, approachable and to have a good sense of humour	



## **Job Description – Clerk to Governing Body**

**Post Title: Clerk to the Governing Body**

**Reporting and accountable to: The Governing Body of Hope Brook CofE School**

**Contract: Permanent**

**Pay Grade: GCC Payscale 6 (£22,911 full time equivalent)**

**Hours: 30 hours across the academic year**

The post holder must be flexible in their approach to the post as there is no fixed pattern of working hours. The Clerk must be able to attend early evening meetings, make visits to school, attend occasional daytime events, and work from home to complete administrative duties. There is a maximum of 12 meetings per year.

### **JOB PURPOSE**

- Provide advice and guidance to the governing body on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of a governing body and its committees by providing:
- administrative and organisational support;
- guidance to ensure that the body works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for non-compliance; and
- advice on procedural matters relating to the operation of the body

### **MAIN RESPONSIBILITIES AND TASKS**

The clerk to the governing body will:

- Provide advice to the governing body
- Advise the body on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance
- Advise the governing body on relevant legislation and procedural matters where necessary before, during and after meetings
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
- Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Ensure that statutory policies are in place, and that staff revise these when necessary
- Advise on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct

### **Effective administration of meetings**

- With the chair and headteacher, prepare a focused agenda for governing body meetings and committee meetings
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation

- Ensure meetings are quorate
- Record the attendance of governors at meetings
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the headteacher
- Circulate the reviewed draft to all governors/members of the committee, the headteacher (if not a governor) and other relevant bodies.
- Follow-up any agreed action points with those responsible and inform the chair of progress

### **Membership**

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the body's capacity and skills mix
- Establish, in discussion with the body, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Collate and maintain information about governors such as any pecuniary interests and, where required, ensure this information is published on the school's website
- Ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the body where it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing body on succession planning

### **Manage Information**

- Maintain up to date records of the names, addresses and category of governing body members and their term of office.
- Maintain copies of current terms of reference and membership of any committees.
- Maintain a record of signed minutes of meetings in school.
- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website

### **People and relationships**

- Develop and maintain effective professional working relationships with the chair, the body and executive leaders
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

### **Personal Development**

- Undertake appropriate training to maintain his/her knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance

Hope Brook C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check.