



## **Gordon's School**

### **Governance Clerk – Job description**

<b>Reports to overall:</b>	Chair of Governors and Vice Chair of the Gordon Foundation
<b>Hours of work:</b>	Flexible, term time plus one week (approximately 15 hours per week including some evenings and weekends)

### **Overview of the Gordon's School Structure**

Gordon's is a state boarding school and the national Memorial to General Gordon, a Victorian national war hero and philanthropist. The Gordon Foundation is a registered charitable company that owns the land and buildings and supports the Gordon's School Academy to deliver a first-class and, often, transformational education to boys and girls aged 11-18 years old.

The Academy's operation is overseen by the Gordon's School Governing Body and The Gordon Foundation is managed by the Foundation Committee.

### **Main Purpose**

The role of the Governance Clerk is to provide advice and guidance to the Governing Body and Trustee Committee on governance, constitutional and procedural matters.

### **Main duties and responsibilities**

The role will include the following, but without limitations:

#### **Supporting board committees**

- Ensure that the conduct of meetings is consistent with good governance practice
- Take a proactive approach to agreeing, arranging and promulgating the dates for Governor and Trustee meetings and Committee meetings
- Produce, collate and distribute via the Governors Virtual Office (GVO) the agenda and papers so that recipients receive them seven clear days before the meeting
- Attend and take the minutes of the Governors and Trustees meetings and Committees
- Publish the minutes and actions from meetings. Monitor and chase actions to ensure delivery
- Maintain the GVO
- Work with the Data Protection Officer to ensure compliance with data protection and information regulations.

#### **Supporting the Governance Committee**

- Work with the Governance Committee to ensure there are the correct number of Governors and Trustees with the appropriate skills and experience
- Monitor the schedule of appointments, ensuring compliance with the Foundation's Articles, and for the Academy, terms of appointment, preparing for the retirement of Governors and Trustees by rotation or otherwise
- Work with the Governance Committee to oversee the recruitment and induction of new Governors and Trustees.
- Support the Companies Secretary in completing all relevant documents and records dealing with the formalities of appointment and retirement of Governors and Trustees including Companies House, the Charity Commission etc
- As agreed with the Committee's Chair, issue the self-evaluation questionnaires, collate and share results.

### **Supporting occasional committees and panels**

- Arrange and support other meetings that require Governor or Trustee attendance
- Arrange and support Governor panels to hear appeals, and deal with complaints and grievances (including the identification of independent members to join these panels where appropriate) or for any other purpose

### **Liaising between Governors, Trustees and the School**

- Liaise with the School on behalf of the Governors and Trustees
- Arrange appropriate opportunities for Governors and Trustees to attend School events and visit the School

### **Ensuring best practice and effective governance**

- Advise Governors and Trustees on legislation affecting their responsibilities and liabilities
- In conjunction with the School, ensure Governors are adequately prepared for Ofsted or other inspections
- Run the elections for parent and staff / teacher governors as required
- Ensure Governors and Trustees are appropriately trained to comply with regulatory compliance requirements including annual safeguarding updates and trustee briefings
- Maintain an accurate and up to date record of contact details for Governors and Trustees
- Maintain an accurate and up to date record of any conflicts of interests
- Work with the Companies Secretary to ensure the Articles meet the needs of the Foundation and its Board
- Ensure the relevant Governor and Trustee information on the School's website is kept up to date and is compliant with the relevant regulations in force at that time
- Work with the Companies Secretary to ensure compliance with all relevant Charity and Company Law regulations
- Maintain the training register
- Ensure Committee terms of reference are reviewed and updated annually

### **Person Specification**

#### **Essential experience and skills:**

- Experience of working on, or with, a board or senior leadership team and able to demonstrate a strong grasp of what good governance looks like
- Experience of minute taking and record keeping
- Attention to detail
- Ability to work independently, self-motivate and manage time effectively
- Excellent written and verbal communication skills
- Excellent IT skills
- Some awareness of data protection legislation with regards to confidential information

#### **Desirable experience and skills:**

- Knowledge of Safeguarding and Child Protection legislation
- Experience of working within a school environment
- Knowledge of Charity law
- A genuine interest in the education and development of children and young people and an enthusiasm for engaging in the life of the School
- Be willing to attend appropriate training and development such as clerks networking and training sessions

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*