

## Trust Board Clerking Service Specification

“High quality professional clerking is crucial to the effective functioning of the board” (Governance handbook DfE 2020)

The board’s governance professional is the key person responsible for providing procedural and legislative advice, administrative and organisational support to the governing body. A governance professional is able to provide advice in and outside meetings to ensure the board works in accordance with the legal framework and can support the chair in ensuring the board focuses on its core functions.

Schools’ Choice governance professionals are trained in all aspects of the role and in line with the Clerking Competency Framework (DfE 2017), are regularly briefed on new developments, both locally and nationally, and the quality of their work is rigorously monitored. They can draw on the expertise of the wider team to support them in their role, giving a greater level of resilience to the service.

The clerking service is flexible in meeting the needs of trust boards and local governing bodies.

Bespoke packages for multi academy trusts including governance co-ordination and management, can also be negotiated.

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### Full Service description

#### ***Who will come to our meetings?***

A trained governance professional will be allocated to your board and wherever possible we will provide continuity by appointing the same person to attend all your meetings. We ask that you draw up your programme of meetings for the school year in consultation with your governance professional to minimise the need for a substitute. However, when your governance professional is unable to attend we will do our best to provide an alternative governance professional. Governance professionals may attend meetings remotely.

#### ***What will the governance professional do?***

- Plan the annual meeting cycle and calendar of business in consultation with CEO/ chair
- Prepare the agenda in consultation with the chair and CEO/Executive headteacher
- Distribute the agenda and previous minutes at least seven days before the meeting
- Attend the meeting and take accurate notes
- Ensure correct procedures are followed at meetings including election of chair and vice-chair, quorum and declarations of interest
- Provide advice and guidance to the board on constitutional, legislative and procedural matters as required and where necessary during the meeting



- Advice on best governance practice
- Ensure annual review of the scheme of delegation, terms of reference and committee membership
- Record attendance at meetings and advise the board of appropriate action concerning absences
- Keep records of board membership and terms of office
- Support the board to ensure trustees' information on the website is accurate and up to date
- Advise the board of the end date of trustees' terms of office and on correct appointment procedures
- Follow up matters raised at a meeting
- Produce draft minutes for the consideration of the chair within ten working days of the meeting
- Make any requested amendments to the minutes and provide the chair and CEO/ Executive headteacher with a final copy ready for approval at the next meeting
- Arrange for the distribution of the minutes prior to the next meeting
- Where requested, maintain the minute book
- Manage document circulation and storage Governorhub
- Advise the board on sourcing further information and expertise
- Keep up to date with developments and legislation relating to governance
- Attend training and briefing sessions at least termly

### ***What does the trust need to do?***

- Draw up a programme of meetings dates for the school year in consultation with the governance professional
- Make any amendments required to the draft agenda by the deadline given by your governance professional
- Make any amendments required to the draft minutes by the deadline given by your governance professional, to enable them to be distributed in good time for the next meeting
- Ensure the governance professional is provided with papers in sufficient time for circulation prior to the meeting

### ***Meeting length:***

Trust board meetings are expected to last no longer than 2.5 hours. For meetings exceeding 3 hours an extra charge of £100 will be levied.

### ***Quality Assurance***

There are well developed quality assurance procedures in place which include:

- Monitoring of individual governance professional's work
- Annual survey
- Performance Management



**Data protection**

- We process all data in line with the requirements of the General Data Protection Regulations.
- The clerking service will request governor details (name, address, telephone number and email for the purposes of distributing meeting papers and contacting them about governor business. These details will be stored on our secure website (Governorhub) and will not be shared with any third party other than Governorhub
- Governing body papers will be stored on our secure server and on Governorhub
- We follow clearly defined processes to ensure information is only sent to the correct recipients
- Governor details will be deleted from the system once we are informed that the person concerned is no longer a governor
- Governing body papers will be deleted from our secure server after a period of two years or immediately after a contract has been ended with us

**Cancellation Policy:**

A charge of £75 will be made if a meeting is cancelled after the agenda has been distributed. If a governance professional attends a meeting which is inquorate and therefore cancelled, 50% of the meeting fee will be charged.

**Terms and conditions.**

This service level agreement is subject to Schools' Choice terms and conditions a copy of which is attached.

The governance professional is employed by Schools' Choice. The school or academy trust shall not directly or indirectly employ or engage any services from the Schools' Choice governance professional. If the school or academy breaches this provision it will incur a compensation fee which the parties agree is a genuine pre-estimate of the financial loss Schools' Choice would incur in recruiting and training a new governance professional.

**Contact details:**

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