



## CLERK TO GOVERNORS

**Wac Arts Free School (trading as Wac Arts College)** is the first alternative provision school delivering a fully creative curriculum to be approved by the Department of Education. The College will open in September and is inspired and promoted by the highly successful WAC Arts charity, based in Belsize Park, northwest London. WAC Arts has a 35 year track record of delivering creative activities designed to re-engage the disengaged. WAC Arts College will serve sixty-five 14 - 19 year olds who need an alternative to mainstream education by providing a curriculum based around the performing arts and digital media.

We are seeking to recruit a Clerk of Governors who has substantial experience in working with governing bodies and is a first rate organiser. S/he must have excellent communication and administrative skills.

### **JOB DESCRIPTION**

#### **PURPOSE OF THE ROLE:**

The Clerk to the Governing Body has a key role in making sure the work of the Governing Body runs smoothly. The Clerk is accountable to the Governing Body, and is expected to work effectively with the Chair of Governors, the Principal and other Governors. S/he will convene meetings and ensure they are conducted appropriately, take and distribute meeting minutes, take follow up action if required, brief the Governing Body on changing national or LGB level policies and practice as required and observe confidentiality requirements at all times.

A good Clerk to Governors is crucial to the successful running of a governing body. They should be familiar with regulations, procedural matters and current issues etc, be able to anticipate problems before they arise, advise during the course of meetings and generally support the Governors in concentrating on the task at hand: *'empowering young people to change their world'*. A good clerk will produce high quality

minutes, presenting a clear and succinct picture of what happened during the meeting and identifying who will take responsibility for future actions. By ensuring that paperwork is circulated well in advance of meetings and drafting minutes promptly afterwards they ensure that the Governing Body are well prepared and supported in their role.

### **Main Duties:**

The Clerk's main role is to provide professional Clerking Services to the Governing Body and its Committees. You will:

- Be able to take accurate minutes from your own notes to then produce well presented minutes for distribution
- Collate and distribute agendas and associated paperwork in advance of meetings
- Be available to take minutes at all meetings throughout the academic year, a minimum of 8-10 meetings per year. Meetings will normally take place in the evenings.
- Provide procedural and legal advice and guidance to the Governing Body
- Attend and clerk all LGB and Committee meetings
- Administer on all Governing Body related matters
- Act as a conduit for two-way information flow between Wac Arts College and the Governing Body
- To liaise with the Project Manager and Chair on agenda items to Governing Body and Governor Committees

You should have an interest in education, be tactful and be able to deal with matters confidentially. You should be reliable, efficient and have a good sense of humour.

Hours are flexible but will be in the region of 10-12 hours per month, including attendance at meetings. The post is home based, but will require an ability and willingness to visit the school to deal with admin tasks in addition to attending meetings. Please note that for the first year of the school's opening there will be 8-10 full Governing Body meetings, but the number may decrease slightly in subsequent years. Most of these meetings will take place in the early evening (6.00-7.30pm). You will need to have access to your own PC/laptop and internet. It is envisaged that the Clerk will be required to work 100-110 hours per year to fulfil this role. Salary will be £15 per hour.

### **Key tasks**

- To convene meetings of the Governing Body
- To prepare the agenda for meetings of the Governing body and its committees as appropriate in consultation with the Chair and Principal

- To undertake the photocopying, collation and circulation of the agenda and supporting papers to all Governors at least seven days in advance of the meeting as directed by Project Manager
- To attend each full Governing Body meeting and committees as appropriate and take accurate notes
- To prepare and submit draft minutes of the meetings to the Chair within 14 days of the meeting, with copies to the Principal for information
- To undertake the distribution of the draft minutes to the Governors, as soon as they have been approved by the Chair
- To maintain and keep secure the official minute book (electronic/paper copies of meeting minutes)
- To maintain membership records on each individual Governor's term of office and attendance - alerting the Governing Body in advance of any impending membership vacancies
- To maintain records of committee membership and their terms of reference
- To give and receive notices in accordance with relevant regulations
- To keep up to date with Governor legislation and undertake appropriate training on a regular basis
- To read all incoming correspondence to the Governors (with their agreement) and prepare a summary
- To act as correspondent on behalf of the Governing Body
- To carry out any Governing Body related administrative tasks
- To perform such other functions as may be determined by the Governing Body from time to time

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## PERSON SPECIFICATION



**Wac Arts**  
College

EDUCATION, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
GCSE English A* - C or equivalent	✓	
Recognised typing/word-processing qualification		✓
Shorthand		✓
Educated to degree level or equivalent		✓
Right to work in the UK	✓	
Providing support to governors	✓	
Preparation of papers and production minutes for meetings	✓	
Experience of governance in a school and/or corporate environment	✓	
Law relating to school governing bodies	✓	
Fully computer literate, with regular access to email and standard office software	✓	
Good oral and written communication skills	✓	
Excellent interpersonal skills - able to foster relationships		

Ability to take and produce high quality minutes and action logs	✓	
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Ability to maintain and control files/paperwork	✓	
Awareness of important/sensitive issues	✓	
Ability to work on own initiative and under direction	✓	
Able to write accurately, clearly and concisely	✓	
Adaptable, organised and detail-oriented	✓	
Self-motivated and confident to be able to work with minimal remote supervision	✓	
Flexible and adaptable in approach to work	✓	
Personal vision is aligned with Wac Arts College aspirations and expectations for its students, its staff and its partners.	✓	

Other:

- The Clerk must be available to attend all meetings in the yearly schedule
- Commitment to the safeguarding and welfare of pupils
- This post is subject to an enhanced Disclosure and Barring Service check.