



Vacancy Pack

Clerk to Local Governing Body



Aletheia

Academies Trust





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Our vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.

Our Schools



Saint George's Church of England School

Number of pupils: 1146

[Click here for the Saint George's school website](#)



Shorne Church of England Primary School

Number of pupils: 210

[Click here for the Shorne school website](#)



St Botolph's Church of England School

Number of pupils: 449

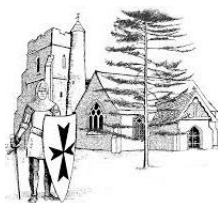
[Click here for the St Botolph's school website](#)



Stone St Mary's Church of England Primary School

Number of pupils: 635

[Click here for the Stone St Mary's school website](#)



Sutton-At-Hone Church of England Primary School

Number of pupils: 409

[Click here for the Sutton-At-Hone school website](#)



Horton Kirby Church of England Primary School

Number of pupils: 264

[Click here for the Horton Kirby school website](#)



Rosherville Church of England Primary School

Number of pupils: 143

[Click here for the Rosherville school website](#)



Holy Trinity Church of England (VA) Primary School

Number of pupils: 488

[Click here for the Holy Trinity school website](#)



Cliffe Woods Primary School

Number of pupils: 392

[Click here for the Cliffe Primary school website](#)



Halling Primary School

Number of pupils: 344

[Click here for the Halling Primary school website](#)

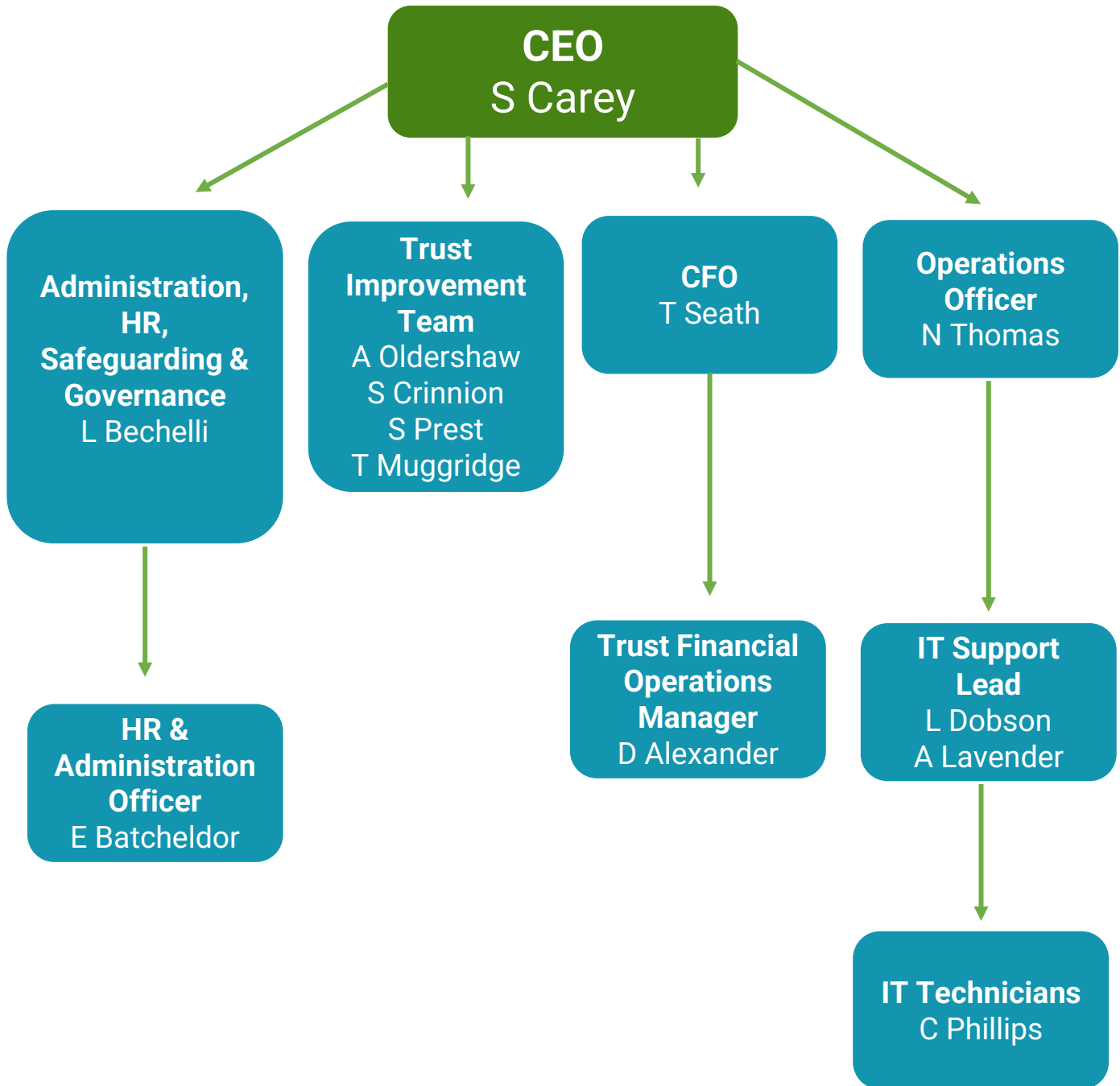


Sedley's Church of England Primary School

Number of pupils: 94

[Click here for the Sedley's Primary school website](#)

Our Central Team



Role Description – Clerk to Governing Body

Responsible to: Chair of Governors, Executive Headteacher, Head of Governance

Role of the Clerk to the Local Governing Body:

- Provide advice to the Local Governing Body (LGB) on trust governance, constitutional and procedural matters.
- Provide effective administrative support to the Local Governing Body
- Ensure the Local Governing Body is properly constituted in accordance with Aletheia Academies Trust (AAT)'s composition and operational papers
- Ensure that the work of the local governing body conforms to those responsibilities assigned to them via AAT's scheme of delegation.
- Manage information effectively in accordance with legal requirements
- Liaise closely with the AAT Head of Governance regarding documentation required by the MAT

Main Responsibilities and Tasks:

The Clerk to the Local Governing Body will:

1 Provide advice to the Governing Body

- Advise the Local Governing Body on Trust governance and any legislative matters from the Board and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for Local Governors with queries on procedural matters
- Have access to appropriate legal advice, support and guidance and where necessary seek advice and guidance from the AAT Head of Governance on behalf of the local governing body
- Offer advice on best practice in local governance
- Ensure that local practices are in place and where appropriate link to AAT wide policies and that practice are revised, when necessary, with the assistance of staff
- Advise on the annual calendar of Local Governing Body meetings and tasks – taking account of AAT meetings/calendar

2 Effective administration of meetings

- With the Chair and Headteacher prepare a focused agenda for the LGB meeting
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required by legislation or other regulations
- Ensure meetings are quorate

- Record the attendance of local governors at meetings (and any apologies – whether they have been accepted or not) and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Draft minutes of LGB meetings, indicating who is responsible for any agreed action with timescales and send drafts to the Chair and Headteacher
- Circulate the reviewed draft to all Governors, the Headteacher and within the timescale agreed with the Governing Body
- Upload all documents to GovernorHub
- Ensure minutes are solution focused
- Follow-up any agreed action points with those responsible and inform the Chair of progress

3 Membership

- Ensure the AAT Governor Induction Programme is completed; send new governors induction materials, ensure they have access to appropriate documents
- Update the AAT Head of Governance of any changes to local governors
- Chair that part of the meeting at which the Chair is elected/proposed, giving procedural advice concerning conduct of this.
- Support the AAT Head of Governance in the maintenance of the register of Local Governing Body Pecuniary Interests
- Support the AAT Head of Governance in ensuring Disclosure and Barring (DBS) has been carried out on any Local Governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the local governing body
- Maintain local governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- Support the AAT Head of Governance to ensure the local governing body Skills audit supports succession planning.

4 Manage Information

- Use and regularly update GovernorHub to communicate and store documents, membership details, meeting schedules and other information
- Maintain up-to-date records of the names, addresses of local governing body members and their term of office and inform the local governing body and the AAT Head of Governance of any changes to its membership
- Maintain up to date records of current membership of any working parties and any 'specialist'

- Governors e.g. Child Protection, Finance
- Maintain a record of signed minutes of meetings in school
- Maintain records of local governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the AAT Board of Trustees are kept in the school and published as agreed, for example, on the website
- Ensure LGB documentation is completed in a timely way and filed appropriately.
- Maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff and other information of a sensitive or confidential nature.

5 Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management

6 Additional Services

The Clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committee/panels the LGB is required to convene
- Participate in and contribute to the training of local governors in areas appropriate to the clerking role
- Maintain archive materials
- Conduct skills audits and advise on training requirements and the criteria for appointing new local governors relevant to vacancies
- Perform such other tasks as may be determined by the LGB from time to time

In addition, the following ‘Code of Conduct’ areas:

- To maintain confidentiality of information acquired in the course of undertaking these duties
- Work in a manner that supports the agreed vision of the Trust and the school
- Establish effective working relationships and set a good example through presentation and personal and professional conduct
- To be aware of and work in accordance with AAT’s child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the AAT’s Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety and GDPR)

Vacancy Information

Clerk to the Local Governing Body

Salary: KR6 £21,801-£23,262 per annum (pro rata to hours worked)

Hours: Dependent on the number of schools supported. Hours paid will include pre and post meeting administration and any training undertaken.

Required to start as soon as possible

Aletheia Academies Trust is seeking to appoint a Clerk to the Local Governing Body to support schools within the Trust. Reporting to the Head of Governance, the Clerk will provide effective administrative support to the Local Governing Body of Saint George's CE School with the possible introduction of additional schools over time, subject to mutual agreement. The post holder will provide advice and guidance on governance, constitutional and procedural matters, and ensure that the work of the Local Governing Body conforms to the responsibilities assigned by the Trust.

There are approximately 17 Governing Body/Committee meetings across the academic year. The majority are held at the end of the school day, with a small number of the committee meetings taken place during the school day. The schedule for meetings is agreed for the start of each academic year providing plenty of notice for the Clerk and Governors.

The Trust comprises of Saint George's all-through school and 10 primary schools across North Kent and Medway. Our schools have an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative group of schools and pride ourselves on our commitment to ensuring all children progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

The Application process:

Please download a vacancy pack and application form below and submit your application by email to BEHELLIL@aletheiastrust.org.uk

If you would like to discuss the role in more detail please contact Laura Bechelli, Trust HR & Executive Assistant to the CEO on 01474 531480 or by email to BEHELLIL@aletheiastrust.org.uk

Closing date: Friday 1st July 2022 at 12 noon

Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors and Trustees to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers, governors and Trustees will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

The Trust's Child Protection Policy can be viewed at <https://aaat.uk/about/policies/>

The Trust's Policy Statement on the Recruitment of Ex-Offenders can be viewed at <https://aaat.uk/recruitment/>