



UNIVERSITY OF  
BIRMINGHAM  
SCHOOL

**Professional Services**  
**Clerk to the Governing Body**

For more information, please go to [www.universityofbirminghamschool.org.uk](http://www.universityofbirminghamschool.org.uk). To arrange an informal discussion about the role, please call Robin Haslam (School Business Manager) on 0121 796 5007.

## University of Birmingham School

University of Birmingham School opened in September 2015 in a new £23 million building located on the University of Birmingham's Selly Oak campus. In that first year, we welcomed 150 students into Year 7 and nearly 200 students into the Lower Sixth. In September 2016 the size of the school population doubled and will continue to grow until we reach capacity in 2019/20.

At University of Birmingham School, we're pioneering a comprehensive school and sixth form for a truly diverse and inclusive student community that creates great citizens. We're proud to welcome 11 - 19 year olds from all across Birmingham through our doors to be part of our state-of-the-art school, and give them the opportunity to develop great character and achieve academic success in a thriving community - without limits.

Our partnership with the University of Birmingham gives our students and our staff unrivalled access to their world-class resources, research and people. This partnership makes us the UK's first secondary University Training School and gives us endless opportunities to collaborate, learn and grow as a school that will forever put education, safety and wellbeing first.

Our diverse curriculum is supported by a school-wide enrichment programme and extended school day that ensures all students have the opportunity to explore their passions and develop as well-rounded citizens with great character.

By balancing character development with academic success, we're creating better citizens, better communities, and a better world.

### About our Education

The curriculum in Years 7 to 9 includes Art, Biology, Chemistry, Computer Science, Dance, Design Technology Drama, English, French, Geography, History, Mathematics, Music, Physics, Physical Education and Religious Education. In the Sixth Form, for 2016/17 we are offering Art, Biology, Chemistry, Computer Science, Product Design, Geography, History, French, Mathematics and Further Mathematics, Music, Physics and Religious Studies.

The Form Tutor, Progress and Pastoral Managers and Sixth Form Manager provide pastoral support and are the main conduit of communication between home and school on a day to day basis. Information about progress and attainment in terms of both their academic performance and enrichment involvement is provided, at least termly, together with an annual Parents' Meeting.

### How is the University of Birmingham School different?

1. Character Education

A feature of many of the most successful and traditional schools in the country is that their structures support, not necessarily by design, the development of character. Underpinning our ethos and provision is the first difference in our school - a focus on both 'taught and caught' character education.

## 2. Enrichment Programme

A second distinctive feature of the school is our extended school day in which a programme of enrichment opportunities is delivered by all teaching staff. This timetabled opportunity allows the teaching staff, alongside trainee teachers, university sports coaches and staff to provide an unparalleled programme of activities and host special activities.

## 3. Links with the University of Birmingham

The third distinctive feature of the School are the possibilities created through the extensive links with the University resources, staff, students, and alumni. This aspect is so crucial to our distinctive offer that it is overseen by a dedicated University-School Liaison Committee. The full range of opportunities will continue to grow as the School grows.

## Job description

Job Title: Clerk to the Governing Body

Reports to: Director of Operations

Remuneration: £3,211 per annum

University of Birmingham School is seeking an appropriately experienced and qualified individual to provide clerking services to the School's Governing Body.

Overall responsibilities:

Provide advice to the Governing Body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the Clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the Governing Body and its committees.
- Ensure the Governing Body is properly constituted
- Manage information effectively in accordance with legal requirements
- Organise governor visits to School, in liaison with the senior leadership team

Main duties

The Clerk to the Governing Body will:

Provide advice to the Governing Body

- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for Governors with queries on procedural matters
- Have access to 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
- Offer advice on best practice in governance, including on committee structures and self evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- 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 the Governing Body Code of Practice

- Contribute to the induction of Governors taking on new roles, in particular Chair or Chair of a committee
- Effective administration of meetings
- With the Chair and Principal, prepare a focused agenda for the 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 or other regulations
- Ensure meetings are quorate
- Record the attendance of Governors at meetings (and any apologies), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Draft minutes of Governing Body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the Governing Body), the Principal
- Circulate the reviewed draft to all governors (members of the committee), the Principal and other relevant body, as agreed by the Governing Body and within the timescale agreed with the Governing Body
- 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, so elections or appointments can be organised in a timely manner
- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of Governor pecuniary interests and ensure the record of Governors' business interests is reviewed regularly, lodged within the school and published on the school website
- Ensure Disclosure and Barring Service (DBS) and Department for Education Section I forms have been carried out on any Governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the Governing Body; and
- Maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance

- Advise the Governing Body on succession planning (of all roles, not just the chair)

#### Manage Information

- Maintain up to date records of the names, addresses and category of Governing Body members and their term of office, and inform the Governing Body and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Safeguarding, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- 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

#### Personal Development

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

#### Additional Services

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

- Clerk any statutory appeal committees/ panels the Governing Body is required to convene
- Assist with the elections of Parent, Guardian or Carer and Staff Governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE) and local authority guidance documents
- Maintain archive materials
- Prepare briefing papers for the Governing Body, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies

- Coordinate suitable and relevant training for Governors
- Perform such other tasks as may be determined by the Governing Body from time to time Review of duties
- The specific duties attached to the position of Clerk to the Governing Body are subject to annual review and may, after discussion with the Headteacher or Chair of the Governing Body, be changed.

### Remuneration

The remuneration for the Clerk to the Governing Body is £3,211 per annum. The Clerk will not be directly employed by the school and should raise an invoice for services provided detailing the hours worked on school business. The remuneration is based on providing support for four full governing body meetings and 12 committee meetings per annum, plus an average of four other meetings or panels per year, training and administration time totalling 260 hours per year. Additional hours above this limit may be invoiced by prior arrangement with the Director of Operations if additional meetings of the Governing Body are required.

### Person specification

#### Clerk to the Governing Body

	Essential	Desirable
Qualifications and Training	The Clerk should: <ul style="list-style-type: none"> <li>• be able to demonstrate a willingness to attend appropriate training and development</li> </ul>	The Clerk should: <ul style="list-style-type: none"> <li>• have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>
Personal characteristics	The Clerk should: <ul style="list-style-type: none"> <li>• be a person of integrity</li> <li>• be able to maintain confidentiality</li> <li>• be able to remain impartial</li> </ul>	

	<ul style="list-style-type: none"> <li>• have a flexible approach to working hours</li> <li>• be sympathetic to the needs of others</li> <li>• have an openness to learning and change</li> <li>• have a positive attitude to personal development and training;</li> <li>• have good interpersonal skills.</li> </ul>	
<p>Skills and Abilities</p>	<p>The clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• good listening, oral and literacy skills</li> <li>• organising their time and working to deadlines</li> <li>• record keeping, information retrieval and dissemination of governing body data/ documentation, to the governing body and relevant partners</li> </ul>	<p>The clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• writing agendas and accurate concise minutes</li> <li>• ICT including keyboarding skills</li> <li>• organising meetings</li> <li>• using the internet to access relevant information</li> <li>• developing and maintaining contacts with outside agencies eg DfE and EFA</li> <li>• knowledge of governing body procedures</li> <li>• knowledge of educational legislation, guidance and legal requirements</li> <li>• knowledge of the respective roles and responsibilities of the Governing Body, the Headteacher, and the DfE</li> <li>• knowledge of Equal Opportunities and Human Rights legislation</li> <li>• knowledge of Data Protection legislation</li> </ul>



Other qualities	<p>The clerk should:</p> <ul style="list-style-type: none"><li>• be able to work at times convenient to the governing body, including evening meetings</li><li>• be able to travel to meetings</li><li>• be available to be contacted at mutually agreed times</li><li>• have an awareness of health and safety requirements related to the role</li><li>• have a flexible approach to working patterns and expectations, understanding the evolving nature of the role and school</li><li>• have a desire to succeed in all aspects of the role</li><li>• have a commitment to the promotion of health, safety and safeguarding of children</li></ul>	
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