

## Minutes Secretary (Governance) Job Description and Person Specification



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| <b>Post Title:</b>      | Minutes Secretary (Governance)  |
| <b>Responsible to:</b>  | Clerk to the Trust  |
| <b>Responsible for:</b> | Effective Administrative support to Trust Governance  |
| <b>Grade</b>            | Band E, hourly rate paid is £10.33 to £10.97 (Full Time Equivalent Salary is £19,945 to £21,166)<br><br>Casual contract. It is anticipated that the post holder will prepare for, attend and minute 6 – 9 evening and or day time meetings per year in addition to general governance administration. |

### Main Purpose of Job

The Minutes Clerk will report to the Clerk to Trust and be responsible for providing effective administrative support to the Trust, to include:

- Advising on procedure at governance meetings,
- Preparing the paperwork and minutes of governing body meetings in line with corporate standards
- Managing the communication of information and documentation in line with corporate standards and procedures

**Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!**

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outline below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or Procedures) for this post.

**Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).**

***A=Accountability (which means being responsible for something to somebody), L=Leadership (guide, direct and influence the outcomes of) O=Operational (day-to-day management and control of these activities)***

## Role Specific Duties and Responsibilities

|          |                                    | A  | L | O |   |
|----------|------------------------------------|--|---|---|---|
| <b>1</b> | <b>Providing Advice:</b>           |  |   |   |   |
|          | 1.1                                | Advise the governing body on procedural matters before, during and after meetings.   | ✓ | ✓ | ✓ |
|          | 1.2                                | Act as a point of contact for governors with queries on procedural matters.  | ✓ | ✓ | ✓ |
|          | 1.3                                | Access appropriate legal advice, support and guidance from the Clerk to Trust as required on behalf of the governing body.   | ✓ |   | ✓ |
| <b>2</b> | <b>Administration of meetings:</b> |  |   |   |   |
|          | 2.1                                | Liaise with the Clerk to Trust and where appropriate the Chair of Committee before a meeting to prepare and discuss the agenda and papers.   | ✓ | ✓ | ✓ |
|          | 2.2                                | Record attendance at meetings and take appropriate action in relation to absences.   | ✓ | ✓ | ✓ |
|          | 2.3                                | Ensure meetings are quorate.   | ✓ | ✓ | ✓ |
|          | 2.4                                | Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales and send drafts to the Chair and other agreed personnel for informal approval. This will be carried out in line with corporate standards and procedures. | ✓ | ✓ | ✓ |
|          | 2.5                                | In consultation with the Clerk to Trust. circulate the approved draft to all governors within the timescale agreed.  | ✓ | ✓ | ✓ |
|          | 2.6                                | Update the electronic minutes file as an archive record.   | ✓ | ✓ | ✓ |
| <b>3</b> | <b>Membership Support</b>          |  | ✓ |   | ✓ |
|          | 3.1                                | Liaise with the Clerk to Trust to keep up to date on governing body membership and vacancies, including term of office expiry dates so that elections or appointments can be organised in a timely manner.   |   |   | ✓ |
|          | 3.2                                | Contribute to the election and appointment process for new governor.   |   |   | ✓ |
|          | 3.3                                | Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning this and other elections.   | ✓ |   | ✓ |
|          | 3.4                                | Provide support in producing and maintaining the register of business and personal interests.  |   |   | ✓ |
|          | 3.5                                | Contribute to the induction and training of new governors.   |   |   | ✓ |
|          | 3.6                                | Support the completion of skills audits and advise on training requirements and criteria for appointing new governors relevant to vacancies.   |   |   | ✓ |
| <b>4</b> | <b>Manage information</b>          |  |   |   |   |
|          | 4.1                                | Contribute to the maintenance of the database to ensure up to date records of names, addresses, categories of governor and their term of office.   |   |   | ✓ |
|          | 4.2                                | Support the Clerk to Trust with the maintenance of the electronic record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published as agreed.  |   |   | ✓ |
|          | 4.3                                | Provide support to ensure that websites contain all the information required to meet statutory requirements.   |   |   | ✓ |

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|--|-----|--|--|--|---|
|  | 4.4 | Update the Trust Scheme of Delegation following resolutions at meetings. |  |  | ✓ |
|--|-----|--|--|--|---|

|          |  |   |  |  |  |
|----------|--|---|--|--|--|
| <b>5</b> | <b>Generic Duties and Responsibilities</b> |   |  |  |  |
|          | 5.1  | Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.  |  |  |  |
|          | 5.2  | Keep up to date with current educational developments and legislation affecting Trust governance  |  |  |  |
|          | 5.3  | Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules   |  |  |  |
|          | 5.4  | Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.  |  |  |  |
|          | 5.5  | All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust. |  |  |  |
|          | 5.6  | Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.  |  |  |  |
|          | 5.7  | Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.  |  |  |  |
|          | 5.8  | Establish constructive relationships and communicate with others (inside and external to the Trust).  |  |  |  |
|          | 5.9  | Organise and support Academy and Trust events as requested.   |  |  |  |
|          | 5.10                                       | Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.   |  |  |  |
|          | 5.11                                       | All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder you will support, mentor and act as a role model for all staff.  |  |  |  |

## Person Specification

### Post: Minutes Secretary

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

|          |   | Essential | Method of Assessment |
|----------|---|-----------|----------------------|
| <b>1</b> | <b>Qualifications / Training / Experience</b>   |           |                      |
| 1.1      | GCSE A*-C in Mathematics, English   | ✓         | AF/CQ                |
| 1.2      | Qualified to A 'level or equivalent standard  | Desirable | AF/CQ                |
| <b>2</b> | <b>Skills and Aptitudes (must be able to evidence the following to a high standard)</b>   |           |                      |
| 2.1      | Good listening, oral and literacy skills;   | ✓         | AF/I/R               |
| 2.2      | Writing agendas and accurate concise minutes;   | ✓         | AF/I/R               |
| 2.3      | High standard of literacy;  | ✓         | AF/I/R               |
| 2.4      | High standard of IT skills the minutes clerk is expected to use a laptop to take minutes directly during meetings;  |           | AF/I/R               |
| 2.5      | Administration, research and organisational skills that suggest ability to discharge the duties outlined in the Job Description.  | ✓         | AF/I/R               |
| 2.6      | Ability to deal with confidential and sensitive information with tact and applying data protection and data sensitivity principles at all times.  | ✓         | AF/I/R               |
| 2.7      | Able to work within recognised procedures and respond to unexpected problems and situations.  | ✓         | AF/I/R               |
| 2.8      | Working knowledge of relevant policies/codes of practice/legislation relating to Governance (would prefer experience in education setting), Companies House Registration and the Nolan Principles.  | ✓         | AF/I/R               |
| <b>3</b> | <b>Mandatory Requirements</b>   |           |                      |
| 3.1      | A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.  | ✓         | DBS Check            |
| 3.2      | School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared. | ✓         | AF/R                 |
| 3.3      | References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.   | ✓         | AF/R                 |
| <b>4</b> | <b>Physical Requirements</b>  |           |                      |
| 4.1      | Be able to work at times convenient to the governing body, including evening meetings at an appropriate venue.  | ✓         | I/R                  |
| 4.2      | Be available to be contacted at mutually agreed times   | ✓         | I/R                  |
| 4.3      | Health and physical capacity for the role.  | ✓         | I/R                  |
| 4.4      | A good attendance record in current employment, (not including absences resulting from disability)  | ✓         | I/R                  |