



CASTLE TRUST GOVERNANCE TOOLKIT

LAC and Hub Clerk Role Profile

The LAC Clerks are part of the Castle Trust Clerking Team and provide support and guidance to the Local Advisory Committees (LACs). Where a LAC Clerk looks after more than one school in their Hub, they are referred to as Hub Clerks. Currently there are two hubs of schools, one in Medway, Kent and one in Horsham, West Sussex. The Hub Clerks report to the LAC Chair and the Governance and Data Manager (GDM), who provides clerking support and guidance to the Trust's Members, the Trust Board and the committees of the Board.

The LAC Clerks work closely with the Chair of their LAC and the Headteachers' of their Academy to achieve outstanding governance.

The main role of LAC Clerk is to:

- Provide advice to the LAC on governance, constitutional and procedural matters.
- Provide effective administrative support to the LAC and its committees in relation to local governance.
- Ensure the LAC is properly constituted.
- Manage information effectively in accordance with legal requirements.

Main responsibilities and tasks

The LAC Clerk will:

1. Provide advice to the LAC

- Advise the LAC 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 (in consultation with the GDM), and where necessary seek advice and guidance from third parties on behalf of the LAC;
- Inform the LAC 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 and compliance with the Scheme of Delegation, including on committee structures and self- evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Ensure that the annual calendar of LAC meetings and tasks is followed
- Send new governors induction materials and ensure they have access to appropriate documents, including the Trust Code of Conduct and relevant privacy notices
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

2. Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the LAC meeting and committee

meeting, ensuring that the Annual Planner is followed

- 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 and that this is recorded in the minutes
- Record the attendance of governors at meetings in the minutes (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
- Ensure that the Register of Interests is available at meetings and that governors are reminded to declare any interests with any item on the agenda and that this is recorded in the minutes
- Draft minutes of LAC meetings (following Trust best practice standards), indicating who is responsible for any agreed action with timescales (where possible) and send drafts to the chair and the headteacher(s)
- Circulate the reviewed draft to all governors, the headteacher(s) and any of the Executive Leadership Team present at the meeting (ELT)
- Follow-up any agreed action points with those responsible and inform the chair of progress
- Ensure that PDF copies of signed and approved minutes are forwarded to the GDM for transmission to the Trust Board
- Attend and take notes at meetings of the Chairs' Working Party when they occur at Greenway Academy

3. 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 the Register of Interests and Related Party Transactions and ensure governors' review their disclosure annually and that any updates are made as they become known to the Clerk;
- Ensure that the Register of Interests and Related Party Transactions is kept at the school and that a summary of governors' interests is published on the school website and kept up-to-date
- Ensure Disclosure and Barring (DBS) checks are carried out on governors when they join the Trust and every three years thereafter
- Maintain a record of training undertaken by members of the LAC
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the LAC on succession planning
- Ensure that new governors have completed all of the required documents Disclosure of Interest and Related Party Transaction forms, Governor Information and Acceptable Use Agreement
- Produce an annual written report on the constitution of the LAC, governors' attendance at meetings and governors' visits to school

4. Manage Information

- Maintain up to date records of the names, addresses and category of LAC members and their term of office, and inform the LAC and any relevant authorities of any changes to its membership and publish on line in accordance with DfE requirements
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, 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 LAC correspondence
- Ensure copies of statutory policies and other school documents approved by the LAC are kept in the school and published as agreed, for example, on the website (with support of the SLT and other school staff where relevant)

- Add meeting dates, governor visit days and reminders to electronic calendar and ensure that all Governors and SLT members receive electronic invites

5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice, including e-learning
- 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 from time to time:

- Clerk any statutory appeal committees/panels the LAC is required to convene
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Circulate or prepare briefing papers for the LAC, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the LAC from time to time

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