

## HFL EDUCATION CLERKING SERVICE INFORMATION PACK

### – HFL CLERK TO THE GOVERNING BOARD ROLE

Thank you for your interest in becoming a Clerk to the Governing Board for HFL Education. This information sheet provides some background to the work of governors and the role of the clerk, as well as details on how the role operates.

#### **CLERKING SERVICE**

Our highly regarded clerking service provides governing boards with a named clerk to support board and committee meetings in line with a settings subscription of meetings. Our service supports all types of education settings, schools and trusts.

#### **GOVERNING BOARDS AND THE ROLE OF THE CLERK**

##### **Governing Board**

A governing board is the accountable body for a school or academy. Its structure and responsibilities vary slightly depending on whether the institution is a maintained school or part of an academy trust. The governing board plays a crucial role in ensuring clarity of vision, holding leaders to account, overseeing finances, and representing stakeholders

##### **Role of the Clerk**

The Clerk to the Governing Board is accountable to the governing/trust board working effectively with the chair of governors, headteacher and other governors/trustees. The clerk is responsible for supporting the administration of meetings and advising the governing board on constitutional matters, duties and powers, and works within a legal framework. The HFL clerk role may differ to clerks currently working in a school based clerk role. The Clerking Officer at HFL will oversee the line management of the HFL clerk with input from their governing board's Chair of Governors.

#### **WORKING FOR HFL**

##### **Contract and salary**

Clerks are employed on a variable hours contract and are paid on a per meeting fee, which includes all tasks before, during and after the meeting.

Fees paid to clerks are based on the type of school and the type of meeting clerked. There are two salary bands, level 1 is paid to new and developing clerks. Level 2 is paid to clerks who have successfully completed the Clerks' Development Programme or national equivalent. Full salary details will be provided during interviews.

##### **Claims and Expenses**

Clerks are paid by submitting monthly invoices to the clerking team, once the minutes for a meeting have been drafted and sent to the Chair of Governors. Clerks who are employed on a variable hour's contract will be advised of payroll cut off dates and pay days.

HFL operate a policy of Working from Anywhere. Meaning that all HFL employees will have 'Hertfordshire' listed as their place of employment. Business mileage is claimable at £0.25 a mile for all travel within the Hertfordshire area. Mileage will also be paid where a clerk is requested to visit a setting outside of Hertfordshire.

HFL are committed to reducing our carbon footprint and all governance papers are produced and shared electronically. Clerks are asked to minimise their printing and only access

supporting meeting papers online where possible. The meeting fee has allowed for minimal individual printing costs, and additional expenses will not be paid for any individual printing costs.

### **IT and Email**

HFL Clerks will need to supply their own IT equipment in order to fulfil the role. As meetings may be organised remotely, the clerk will need IT that has a working camera, microphone and speaker.

Clerks will be supplied with a HFL office 365 account. The account provides the clerk with a HFL email, one drive account for storing documents, access to word, excel, MS Teams and Co-Pilot Enterprise. The HFL email must be used for all HFL business purposes and communication with schools.

### **Induction, Training and Mentoring**

HFL Clerks are provided with free access to HFL clerk and governance training. [Clerks are not paid an additional fee to attend training.](#)

All newly appointed clerks are required to attend an online induction (currently 09.30 – 14.30) during term time, as well as accessing relevant online modules and reading of relevant governance documents.

Clerks must commit to attending termly clerks' briefings (sessions are repeated over two sessions – Wednesday evening/Monday morning during November, March and June). Further development training sessions are provided to support clerking of exclusions and complaints. All training is supplied remotely.

Newly appointed clerks are mentored by the Clerking Team, as part of their induction period. This will include giving advice and support in drafting agendas and in building effective relationships with the governing board, as well as making sure the minutes meet the expected standard.

Some newly appointed clerks have found it beneficial to shadow a meeting first before clerking their first meeting. This will be discussed at appointment.

### **Deployment**

HFL clerks are appointed to serve the governing board at specific schools. Schools sign up to a set clerking subscription for a specific number of meetings for 12 months. Clerks will be advised of this subscription before deployment and following the contract renewal period.

Successfully appointed clerks are usually deployed to schools within 30 minutes of their location. New clerks will be advised of positions available at point of offer. Additional vacancies are promoted to the clerking bank throughout the year and are shared out according to the location, clerk availability and particular needs of that board.

To provide a measure of stability for governing boards, newly appointed clerks are expected to provide a commitment of not less than one year's service. If you are thinking of leaving, we would appreciate at least one term's notice of resignation in order to plan the transition, contractually you will be required to give one month's notice. If for any reason the deployment doesn't prove to be appropriate, we may review this and make changes at an earlier date.

There will be opportunities to cover additional meetings. Allocation of cover will be shared fairly in accordance with clerk location, availability and any necessary skillsets required.

If there has been a period of six months whereby a clerk has not worked, then the clerk may be subject to a termination of contract.

### **Independent working/access to knowledge and support**

Although clerks will be attending schools for meetings. The majority of their time will be as independent workers preparing for and following up governance meetings.

As a HFL clerk you are not isolated in your role. You will be directed to reference information to read. But you will also have access to the following support, to help you build your knowledge and experience of governance best practice:

- Mentoring and support by clerking team.
- Governance helpdesk via email and phone during business hours – here you will be able to get advice on statutory matters
- HFL clerks' portal – access to shared clerks documents via GovernorHub which can be accessed at your convenience.
- Suggested agenda items – supplied termly
- Termly clerks' briefings to keep you up to date
- Governance termly newsletter

### **Loyalty Clause**

Clerks that are employed on variable hours contracts are unable to provide clerking services independently of HFL. Additional requests should be directed back to the clerking team.

Exceptions will be allowed for work/contracts that commenced prior to appointment as a HFL clerk - please advise in your application if this applies to you.

### **Safeguarding and GDPR**

HFL will arrange a basic DBS for all HFL clerks during the appointment stage. All clerks will be provided with a Photo ID badge that must be worn to all HFL work commitments. All employees including clerks will need to complete short eLearning modules on safeguarding and GDPR.

### **Clerks' Development Programme**

All new HFL clerks are expected to enrol on the HFL Clerks' Development Programme (CDP) and commit to completing within 12 to 24 months. The CDP is an internal programme to help develop clerks' understanding of the role. CDP is an evidence-based programme and involves the clerk working independently to complete. It is designed to document development within the clerking role and is a great self-evaluation tool.

Clerks are supported through the programme. Once successfully achieved clerks move up to level 2 pay banding.