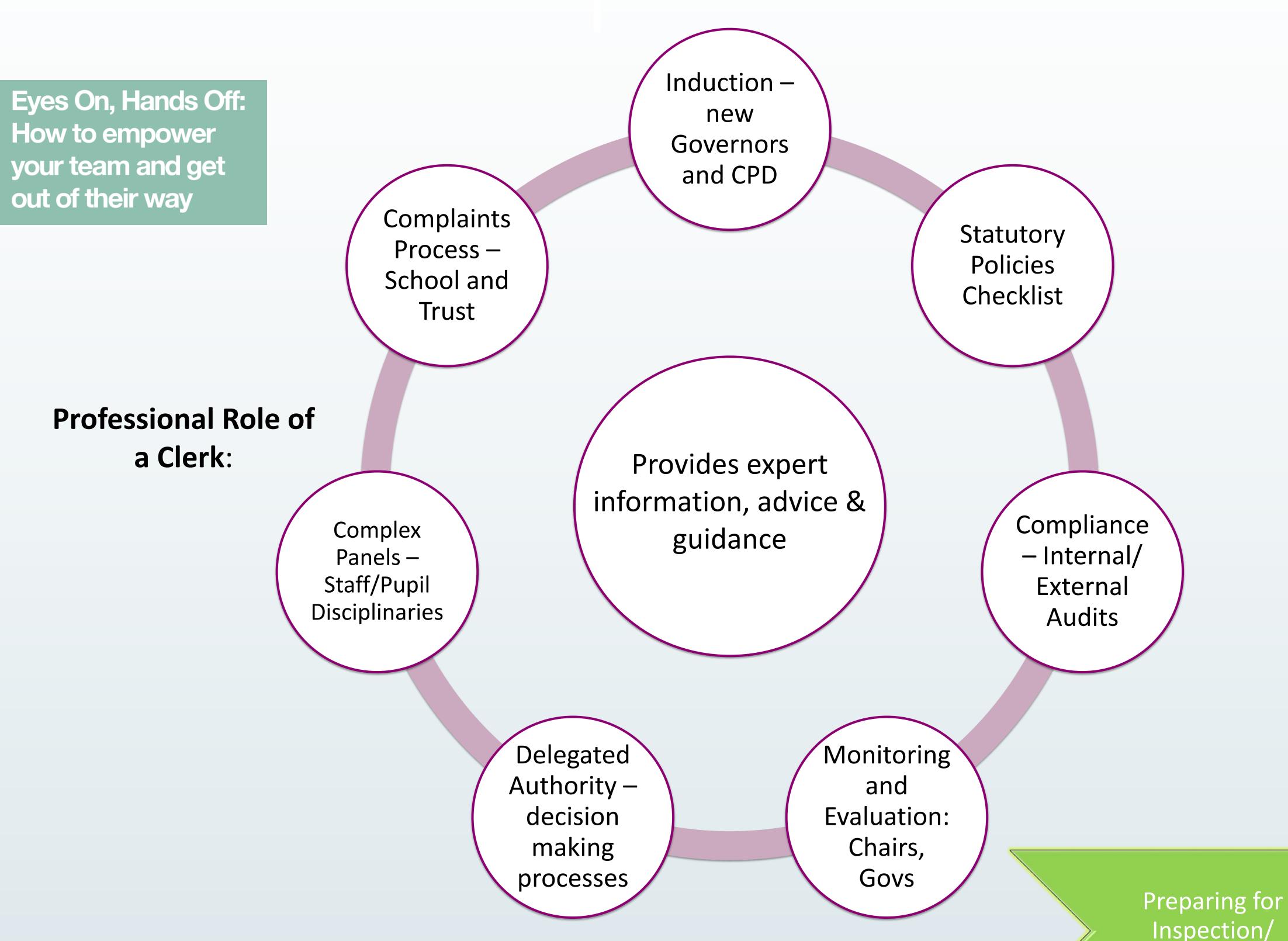
TRANSFORM TRUST 'Together we Achieve'

CLERKING ON A PAGE

At Transform we value and invest in our professional Clerks. They provide an invaluable contribution to the efficiency, effectiveness, productivity and compliance of our different Governing Boards across Governance and Safeguarding. Our Clerks work closely and in partnership with our Chairs and Headteachers to ensure they are focused on their core strategic priorities. Our Clerks provides expert advice and guidance on a range of statutory duties and other functions and deliver high quality administrative support that makes everything work smoothly.



Clerking at Transform – the different layers

Trust Board

Steve Cox, CFO and Jill Wilkinson, COO, act in the capacity of professional Clerks to our Trust Board, providing a range of advice and guidance on finance and governance. Claire Smith is the minute-taker for Trust Board meetings.

Trust Board Committees

Our Trust Board Committees are clerked by Steve Cox for Audit & Finance and by Mary Farmer for our HR, Performance & Safeguarding Committees.

Local Governing Bodies

We have four Partnerships within our Trust: Derby, Faith, North and South.

Sheila Laithwaite Clerks our Derby, Faith and half of South schools (12) schools) with Mary Farmer Clerking our North and half of South schools (6 schools). They share Clerking duties for our Chairs' Forum.

Transform Guardians

We have six working groups – all themed on different aspects of safeguarding – that feed into our Guardians Group. All of which are Clerked by Mary Farmer.

Transform Clerks





Jill Wilkinson



Claire Smith

Sheila Laithwaite



Mary Farmer Mike Armstrong

Ofsted – new

inspection

framework

The Supportive Role of a Clerk:

Trust inspection

and other

external reviews

The administrative role of a Clerk:

Knowledge Giver preparing for meetings: agendas, papers, speakers, minutes, attendance/quoracy, follow up actions, confidential items

Knowledge Owner - access arrangements: building entry, room layout, location, technology, refreshments

Knowledge Organiser – monitoring framework: meetings, QA reviews, Gov visits, school and trust events

Knowledge Sharer – delegated authority: scheme of delegation, **Academies Financial** Handbook, Governance Handbook, Trust policy detail

Keeping Abreast – local, regional and national

Reviews

DfE/ESFA – Policy changes

Governance and Academies Financial Handbooks

Memberships: NGA, The Key, School Bus, GOV.UK alerts

Trust reviews

Briefings: Chairs' Forum; Safeguarding

Communication

Networks: Chairs' Forum - termly

CEO HeadsUp – monthly

Governor Talk termly

Governor of the **Year Celebration**

Leadership Development Clerks involved in all aspects of leadership development

Skills Audit & Analysis

Chairing at Greater Depth

Identifying support – deployment of LLGs