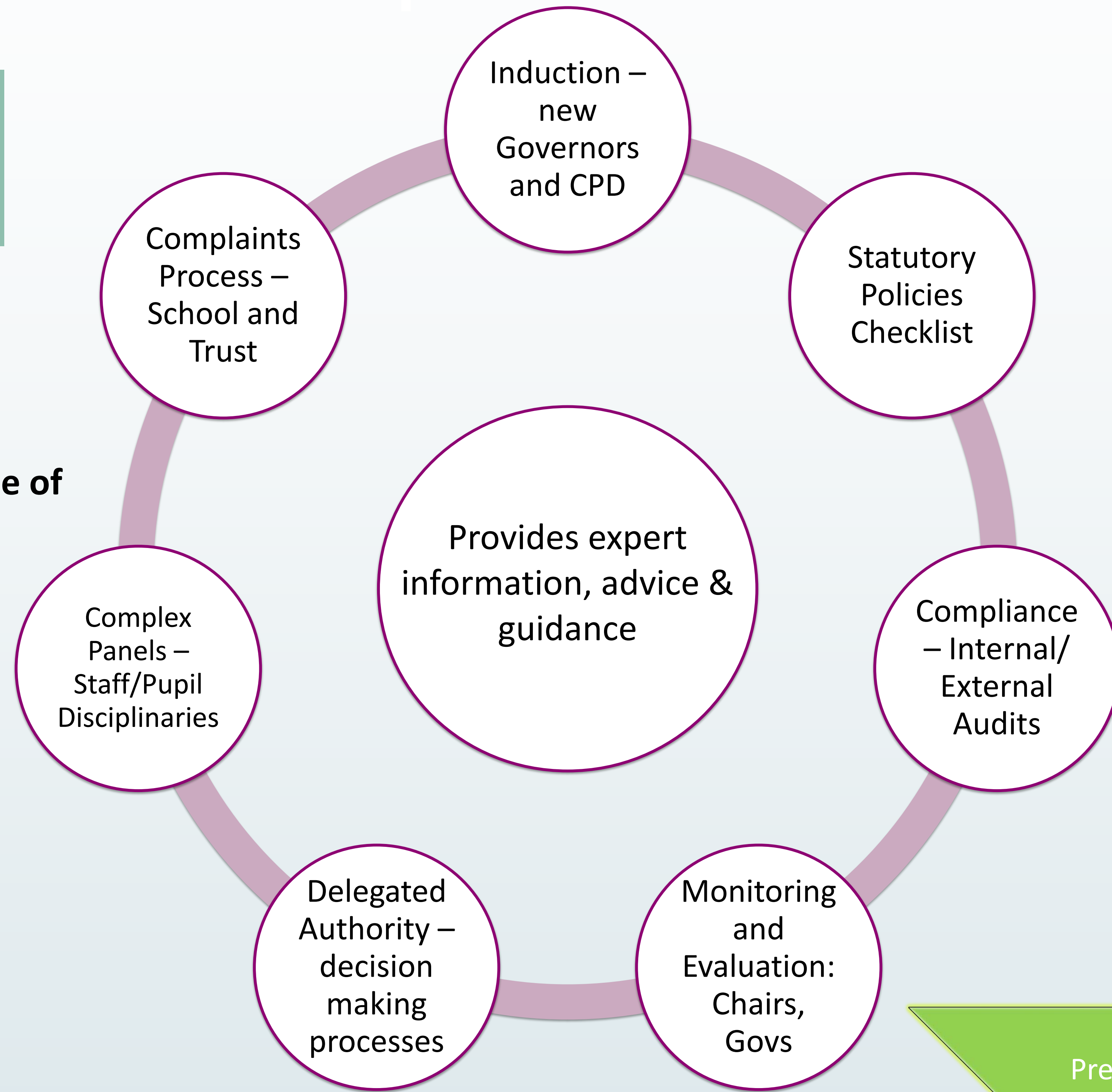




At Transform we value and invest in our professional Clerks. They provide an invaluable contribution to the efficiency, effectiveness, productivity and compliance of our different Governing Boards across Governance and Safeguarding. Our Clerks work closely and in partnership with our Chairs and Headteachers 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.

**Eyes On, Hands Off:**  
How to empower your team and get out of their way

### Professional Role of a Clerk:



### The administrative role of a Clerk:



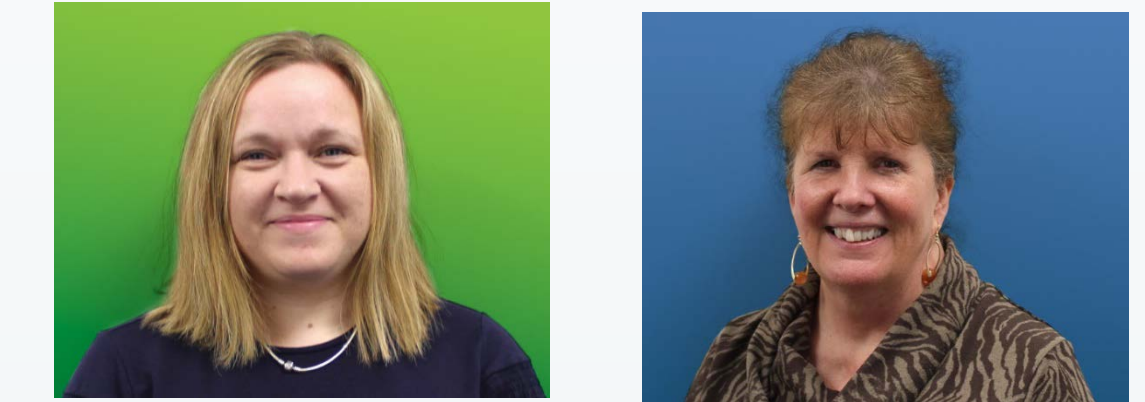
### Clerking at Transform – the different layers

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.

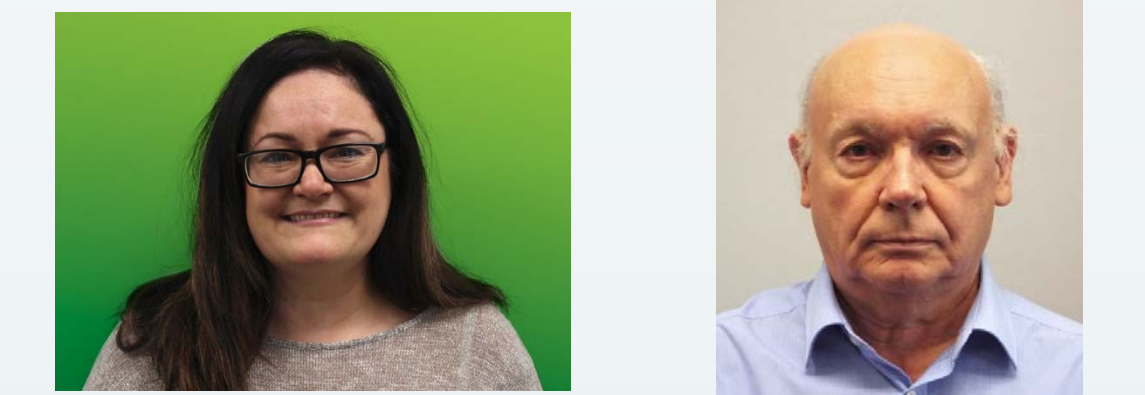
### Transform Clerks



Steve Cox Jill Wilkinson



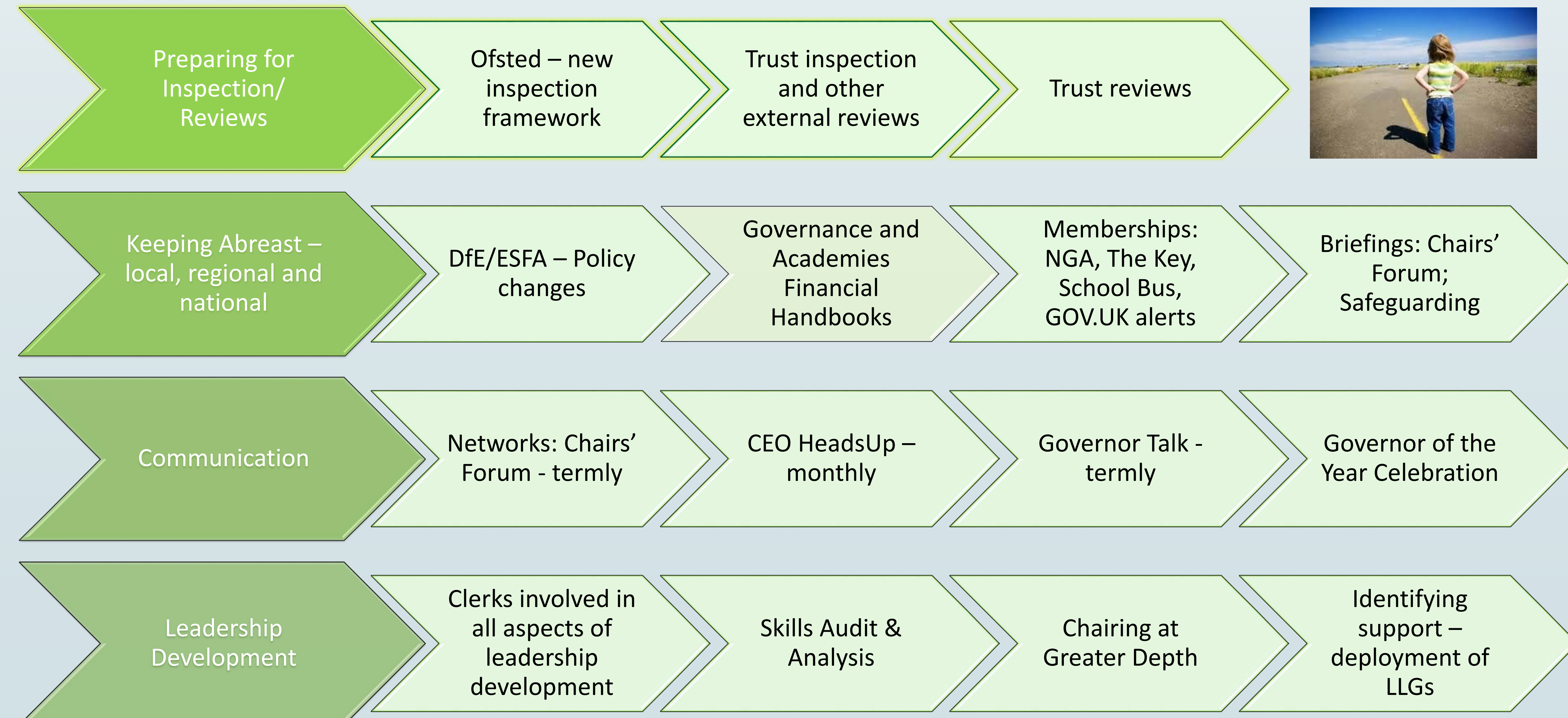
Claire Smith Sheila Laithwaite



Mary Farmer Mike Armstrong



### The Supportive Role of a Clerk:



**Aim: To always be professional in our 'expert' support and guidance and know our schools well**