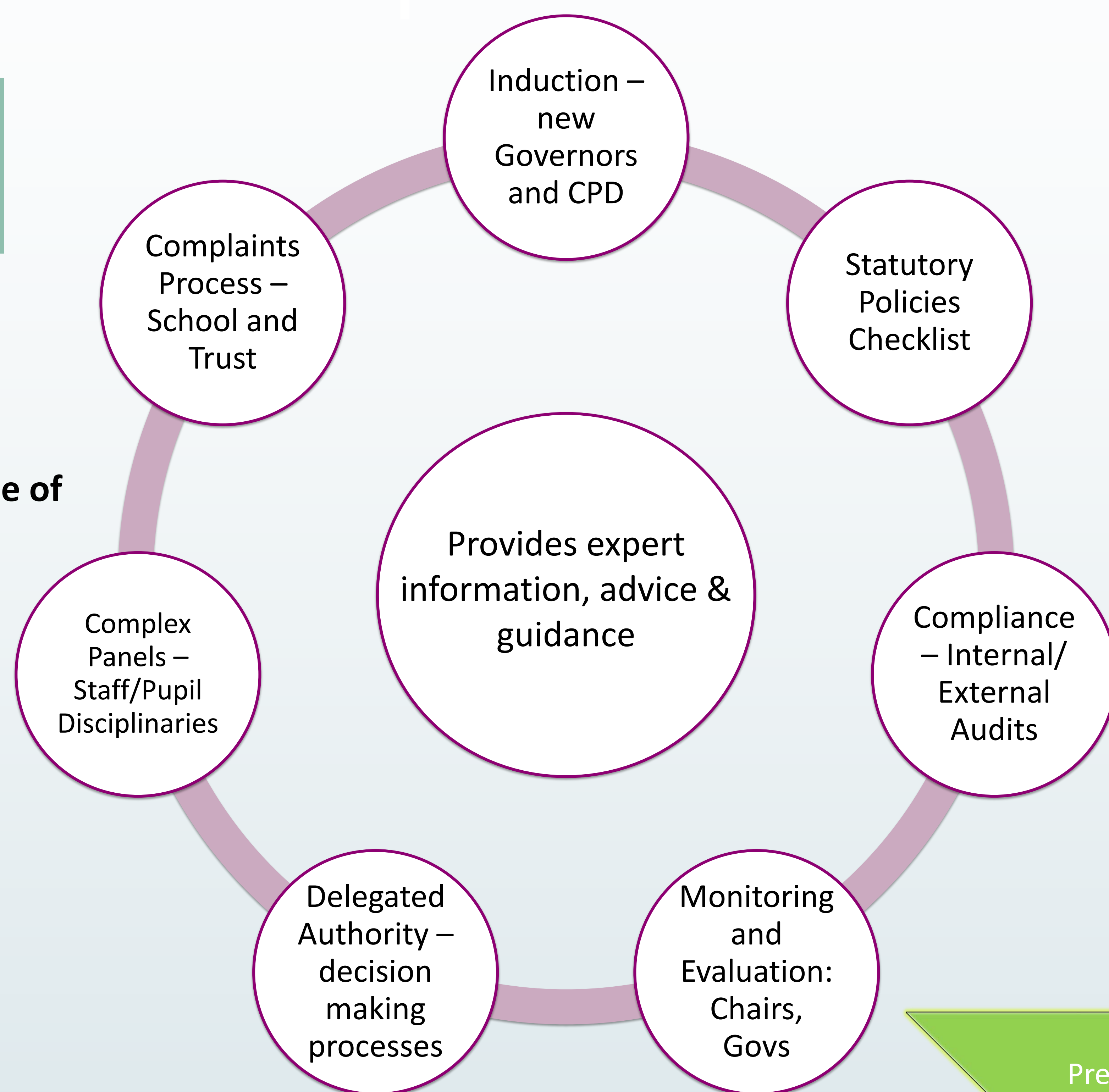


At Transform we value and invest in our professional Clerks. They provide an invaluable contribution to the efficiency, effectiveness, productivity and compliance of our different Governing Boards across Governance and Safeguarding. Our Clerks work closely and in partnership with our Chairs and Headteachers 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. Mary Farmer clerks the Board's Committees.
Trust Board Committees
Our Trust Board Committees are clerked by Mary Farmer .
Local Governing Bodies
We have five Partnerships within our Trust: Derby, Faith, North, South and Junior Schools.  Sheila Laithwaite Clerks 11 schools, Mike Armstrong and Deborah Gabbittas Clerk 1 school each and Mary Farmer Clerks 6 schools. Sheila and Mary share Clerking duties for our Chairs' Forum.
Transform Guardians (Safeguarding)
We have 4 working groups – Strategy, Provision, Safeguarding and SEND. We also have our bespoke Enhanced Provision Panel. All of which are Clerked by Mary Farmer.

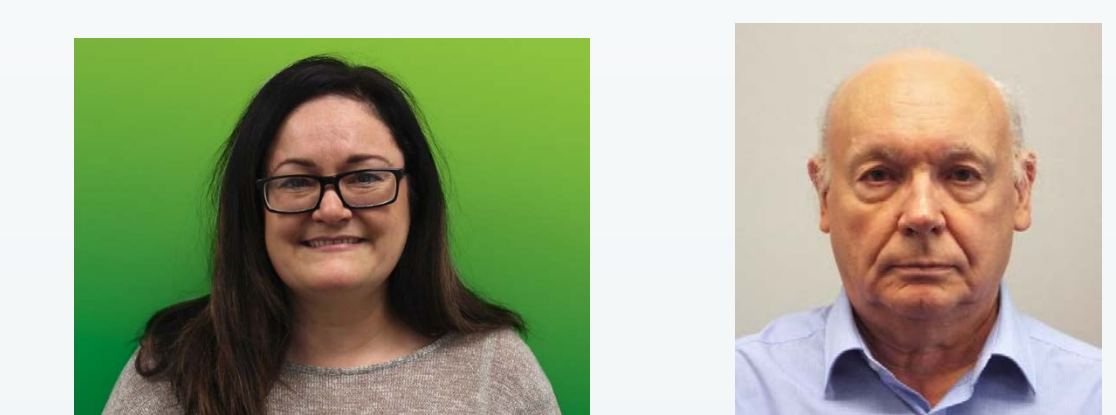
## Transform Clerks



Steve Cox Jill Wilkinson



Claire Smith Sheila Laithwaite



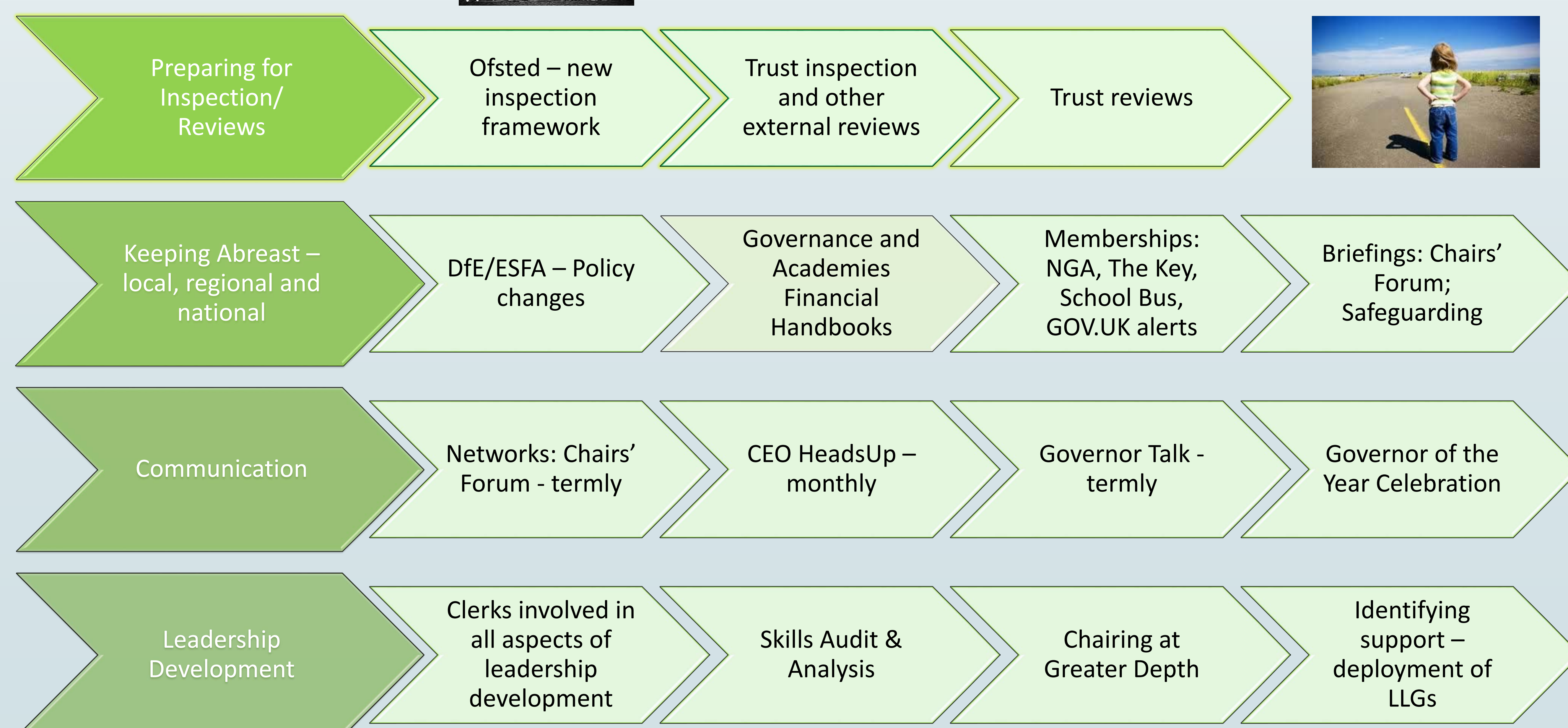
Mary Farmer Mike Armstrong



Deborah Gabbittas



## The Supportive Role of a Clerk:



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