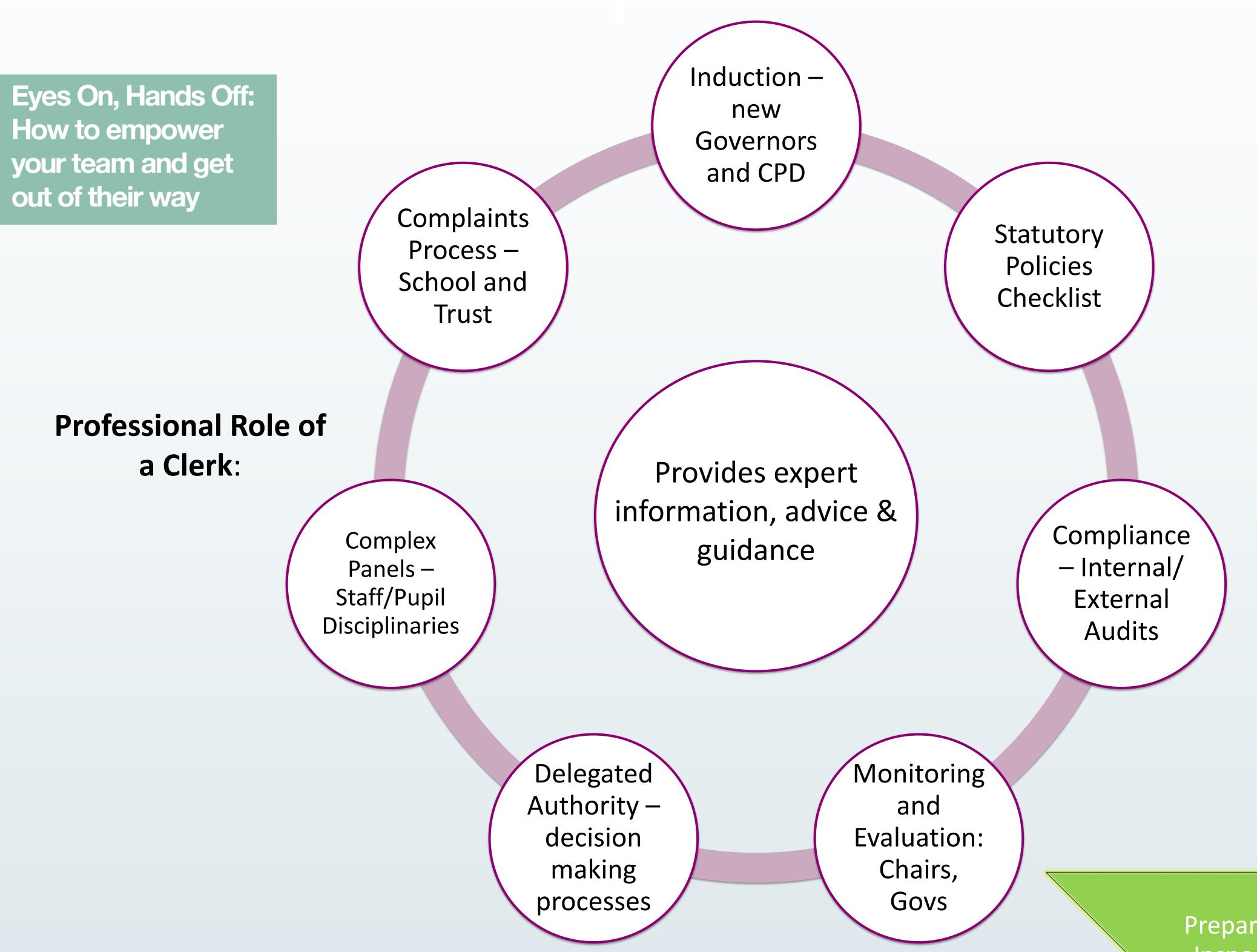


# CLERKING ON A PAGE

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. 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 Gabbitas 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





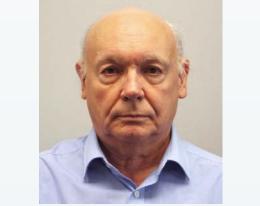
Jill Wilkinson Steve Cox





Sheila Laithwaite





Mary Farmer Mike Armstrong

Deborah Gabbitas

# The Supportive Role of a Clerk:

Preparing for Inspection/ Reviews

Ofsted – new inspection framework

Trust inspection and other external reviews

Trust reviews



# Knowledge Giver preparing for meetings: agendas, papers, speakers,

minutes, attendance/quoracy, follow up actions, confidential items

The administrative role of a Clerk:

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

DfE/ESFA — Policy changes

Governance and Academies Financial Handbooks

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

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