

UPLANDS COMMUNITY COLLEGE

Clerk to Governors Application Pack



Letter from the Chair of Governors

Dear Candidate,

Many thanks for your interest in applying for a position at Uplands Community College.

Uplands is a popular and successful school that enjoys an excellent reputation for providing a high standard of education. We provide students and colleagues with a welcoming and supportive learning environment. This helps to create a caring, working atmosphere that enables students to reach their full potential intellectually, physically, spiritually and ethically. We believe strongly in a 'growth mindset' ethos, which supports every student to achieve their goals. We work hard to challenge all students to do their very best and make the most progress possible whatever their starting point.

We endeavour to work in very close partnership with parents to support their child's learning and we also work very closely with our partner primary schools to nurture a collaborative and continuous approach to learning and enjoyment. We are also part of the CHHUUB (Chailey, Hailsham, Heathfield, Uckfield, Uplands, and Beacon) school partnership, where we work collaboratively to improve teaching by learning from each other.

At Uplands the governing board has oversight of all aspects of the work of the college. Our main duties are:

- To ensure the safety and well-being of its students and staff;
- To ensure school improvement in all areas;
- To ensure sound financial management.

The governors consist of parents, staff and community members who give their time voluntarily and who are committed to the continuing improvement of the college for the benefit of all its users.

Uplands Community College is very much at the heart of its community. Thanks to the excellent staff and students at the school and the great spirit that exists here and in the wider community. Uplands is truly a great place to work and learn.

I look forward to meeting you.

Yours faithfully,

Karen Stevenson
Chair of Governors

Information about the college

Uplands Community College is a special place to learn. Visitors to Uplands always comment on the calm, warm, friendly, and purposeful atmosphere at the school. This atmosphere is born of the fact that we approach each other with respect, kindness, and compassion within a culture of high expectations and aspirations.

The core purpose of Uplands Community College is to inspire confident learners in an ever changing world. We promote the development of all students, where the love of learning is nourished, and where every child is known, cared for, and guided towards a fulfilling adult life.

We believe strongly in a 'growth mindset' ethos, which supports every student to achieve their goals. As a truly comprehensive school, we understand this success can be achieved through dedication and hard work.

We encourage an ambitious attitude to learning where respect for one's school and community; a readiness to learn; and a responsibility for one's own learning and success are key to ensuring our core values of 'respectful, ready, and responsible' are fostered and upheld. At Uplands we want every student to leave school capable not only of following their chosen career path, but also confident, articulate and able to lead happy, successful, and fulfilling lives.

In order to ensure the academic potential is fulfilled, we set ambitious targets for their learning in all subjects which students study. There is a consistent focus on securing outstanding teaching and learning in lessons, coupled with appropriate pace and challenge and expectations of excellent behaviour. Success is celebrated and students are rewarded in many different ways for their efforts.

Finally, as a community college, we believe we have a central role to play in our local area, from forging excellent working relationships with our closest primary schools to supporting local charities and organisations and thereby instilling in young people, an understanding of their role and responsibilities in a wider community.

Vacancy advert

Salary: Single Status 7 point 17 – 19 (£20,654 – £21,892) pro rata per annum

Contract: Permanent

Hours: 185 clerking hours plus 10 hours training per annum

Deadline for applications: midday on Friday 7th December

The Governing Board of Uplands Community College are looking for someone who is reliable, confident, is good with people, and has an interest in school governance. You will need skills in good administrative practice and experience of minute taking. You will also need to be confident in the use of Microsoft Word, Excel and email and have access to a computer and the internet. Full Governing Board meetings currently start at 6 pm with sub-committees starting at 4.30; however, depending upon the correct applicants need this can be reviewed.

Responsibilities will include working effectively with the chair of governors, Principal, and other governors to secure the continuity of governing body business. To advise on procedural and legislative matters to ensure the Governing Board works to the legal framework. An understanding of confidentiality is essential for this role.

Tasks include the preparation and circulation of papers, attendance at meetings and minute taking; maintaining a business calendar including policy reviews.

The role will be recruited under the Clerking Service Protocol; applicants must either hold a relevant award (BTEC level 3 in Clerk to the Governing Board or equivalent) or be prepared to work towards the East Sussex Clerk to Governors Accreditation Scheme, for which funding and training will be provided.

We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to references and enhanced DBS clearance. We are an equal opportunities employer and welcome applications from all sections of the community.

To apply for a recruitment pack or initial discussion, further information, or a tour of the college please contact Mrs K. Bailey, PA to the Principal, k.bailey@uplandsc.com

Information about our Governing Board

Full Governing Board

The governing board has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. This general responsibility gives rise to a wide range of specific responsibilities which in turn require the governing board to establish a range of procedures.

Community Services Committee

Advises the Principal in carrying out his responsibilities to the Governors in respect of those activities that are related to Community Services provision. The Committee will be responsible for overseeing and agreeing business planning and budgets, personnel issues, premises, health and safety, and performance in relation to:

- The Uplands Sports Centre, Early Years Sticky Fingers and OASTies;
- The management of Uplands Community Centre;
- Liaison with ACRES;
- Liaison with the Targeted Youth Support Service;
- Initiate, liaise and report on Community Engagement, including local councils;
- Liaison with Uplands Business Manager and the F&GP Committee of Governors;
- Report to the Governors on activities of the Committee and make recommendations to Governors on findings of the Committee;
- Liaison with Nikwax.

Finance and General Purpose Committee

To ensure the college has strategic plans in place to deliver effective teaching and learning within the college budget. To ensure Childcare and Sports Centre have strategic budgetary plans in place to deliver effective services to the community.

To ensure the college, Sports Centre and Childcare facilities provides a safe, healthy, and sustainable environment for pupils, staff, and visitors.

Staffing Committee

To ensure the college staffing complement supports the college's aims and ethos and is affordable.

Student Development Committee

To review and evaluate teaching and learning, student achievement and standards, and the implementation of every child matters policy.

Job Description – Clerk to Governors

Main Purpose of the Job

To be accountable to the governing board, working effectively with the Chairman of Governors and with the Principal and other governors. To be responsible for advising the governing body on constitutional matters, duties and powers, and work within the broad current legislative framework. To secure the continuity of governing body business and observe confidentiality requirements.

Main Functions

1. To work effectively with the chairman and Principal, before the governing body meeting, to prepare a purposeful agenda which takes account of DfCSF and LEA issues, and is focused on school improvement.
2. To produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days in advance of meetings.
3. To record the attendance of governors at meetings and take appropriate action with regard to absences. To advise the governing body of non-attendance of governors.
4. To advise the governing board on governance legislation and procedural matters where necessary, before, during and after the meeting.
5. To take notes of the governing board meetings and to prepare minutes, including indicating who is responsible for any agreed action.
6. To record all decisions accurately and objectively with timescales for actions.
7. To liaise with the chairman prior to meetings to receive an update on progress of actions agreed previously by the governing board.
8. Following the approval of the minutes at the next meeting, forward a copy to the LEA.
9. To maintain a database of names, addresses and category of governing board members and their term of office and to ensure Governor Services is notified of all changes.
10. To initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
11. To take action on the governing board's agreed policy to support new governors, taking account of induction materials/courses made available by the LEA and others.
12. To maintain copies of current terms of reference and membership of committee and working parties and nominated governors.
13. To advise governors and the appointing bodies of expiry of the terms of office, before the terms expire, so elections or appointments can be organised in a timely manner.
14. To ensure that the college bursar maintains a register of governing board pecuniary interests, and review this annually.
15. To ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the governing board.
16. To maintain records of governing board correspondence.
17. To help to produce a Governing Board Year Planner, which includes an annual calendar of

meeting dates and the cycle of agenda items.

18. To advise on the requisite contents of the school prospectus.
19. To chair that part of the meeting at which the chair is elected.
20. To keep up to date with current educational developments and legislation affecting school governance.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake such other functions as may be determined by the governing board, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.