



Clerk to Governors St Buryan Local Academy Committee

St Buryan Academy is seeking a Clerk to the Governing Body.

We are looking for an experienced freelance clerk or company secretary to work closely with the Chair of the Local Academy Committee (LAC). The clerk will contribute towards the efficient functioning of the committee by:

- Providing advice and guidance to the LAC on governance, constitutional and procedural matters by ensuring compliance with the Trust's Scheme of Delegation, other relevant policies and structures.
- Proactive management of governance activity to ensure that the work of the Governing Body is efficient, effective and compliant.
- Providing full administrative support at LAC meetings (usually 4 per annum). There will be a requirement for additional ad hoc meetings. (Meetings will usually be in person at the Academy but may be held on line).
- Facilitating effective and efficient meetings, advising and guiding on procedural matters relating to compliance to ensure that the LAC works within the appropriate legal and regulatory framework.
- Managing information effectively in accordance with legal requirements observing confidentiality where necessary.
- Working in a team with the Governance Professional and Academy Clerks to ensure consistently excellent practice and communication between the Trust Board and the Local Academy Committees.

Our clerk:

- Highly organised, reliable, flexible and self-motivated
- A good communicator
- Impartial

All Leading Edge schools form a wider family with a vision of developing young people and adults who are confident, curious, creative and collaborative; providing adventurous educational programmes that transform teaching, learning and assessment; create happy students with a zest for life and learning.

Leading Edge is a community of forward-thinking educationalists and governors who believe that an innovative curriculum and a philosophy of learning without limits offers the chance of the highest quality teaching and learning experience to all learners in the Trust; a values-driven MAT where all decisions and aspects of organisational life are driven by our three values or 'Es': Excellence, Evolution and Equity.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment

For further information, please contact:

Laura Sadler, Governance Professional

☎ 01736 352397 or email: lsadler@leadingedgeacademies.org

Closing date: noon, Friday 29 October 2021

Start: ASAP

Please register your interest with Laura Sadler at Leading Edge Academies Partnership, Unit H Pattern Shop, Trevoarn, Hayle, TR27 4EZ.

Appointments will be subject to satisfactory reference checks and an enhanced DBS disclosure check.