

Supporting governing boards with professional clerking services



A clerk plays an invaluable role in making sure that your school's governing board functions efficiently and effectively. They're legally required but, more than that, they provide independent, expert advice and ensure that all your paperwork is taken care of. And that's where our professional clerking package comes in. Entrust's experienced team of clerks are on hand to give your board all the help it needs, from attending meetings to providing high quality information, guidance and development.

Our clerking package includes:

- ✓ The support of a governance professional to clerk for three, six or nine virtual governing board meetings per year (2.5 hours duration each). Additional meetings can also be purchased throughout the year
- ✓ A suggested termly agenda to guide you through the latest developments and support you in setting your agendas
- ✓ An annual subscription to GovernorHub, an online governance management portal that your entire board can use to store and share documents, and access clerking tools, the latest governance news, a shared calendar, noticeboard and messaging service
- ✓ Cover, where reasonably possible, should your designated clerk be unavailable.

Your Entrust clerk will:

- ✓ Prepare, produce and distribute purposeful agendas for meetings in consultation with the chair and headteacher
- ✓ Coordinate the digital distribution of all meeting papers through GovernorHub
- ✓ Prepare minutes of meetings to meet statutory requirements within 10 working days of the meeting
- ✓ Maintain records of board membership, apologies and attendance
- ✓ Undertake appropriate administrative action arising from the meeting
- ✓ Advise on compliance with statutory requirements and regulations.

How our professional clerking package helps you

- ✓ You don't need to worry about employing your own clerk
- ✓ We take care of all the training requirements for our clerks so that you don't have to
- ✓ Our services are subject to rigorous quality assurance and our clerks receive annual performance reviews
- ✓ Our package can be delivered remotely, saving on travel costs
- ✓ Our clerks have access to help and guidance from our experienced governor services team, should they need it
- ✓ We'll make sure that you meet all of your legal requirements of providing a professional clerk.

Find out we can help support you with professional clerking services

📞 **0333 300 1900** ✉ **information@entrust-ed.co.uk**