

# Register of Independent Professional Clerks for School Governing Boards

## Expression of Interest (Eol) Form

### Background

Every Governing Board (GB) is legally required to have a Clerk. Clerks have an essential role in the governance of the school. School and Governor Support (S&GS) provides a range of services that support schools and Academies in ensuring their governance arrangements are effective and compliant with statutory regulations.

Birmingham City Council (BCC) is committed to the provision of high quality clerking and maintaining a register of professional independent clerks who are available to GBs seeking a Clerk. The Clerks on the register have all provided evidence of relevant experience, accreditation,

a high level of professional competence and a commitment to continuing professional development.

The Clerks on the register are not provided by BCC and it is for individual schools to determine their suitability, make the necessary arrangements to appoint them and manage their performance. If you are a Clerk or Clerking Service provider that wishes to be included on the register then please complete the following Eol form. Completed Eol forms will be considered by S&GS who will notify you of the outcome.

### Full Name

### Email

### Address

### Preferred contact number

### Preferred geographical area to work



# Qualifications, Experience and Commitment

Are you currently a Clerk (or providing a clerking service to a school or academy GB)?

 Y  N

If yes, please give the name[s] of the GB[s] that you currently Clerk and the date of appointment:

GB Name	Date of appointment
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

All Clerks/Clerking Services on the register will have at least 1 years' experience of clerking a school GB or academy trust. **Please provide details of GB experience and number of years you have served as a school GB clerk:**

All Clerks/Clerking Services on the register will have, **or be working towards**, accreditation or qualifications that are specific to the role (e.g. National Training Programme for Clerks to GBs or its equivalent). **Please provide details of relevant qualifications and dates:**

Qualification	Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

All Clerks/Clerking Services on the register will attend an introductory briefing provided by S&GS. **Are you willing to attend the introductory briefing?**

 Y  N

All Clerks/Clerking Services must abide by the Nolan principles of public office and adhere to the requirements of the BCC Model Code of Conduct for GBs. **Are you willing to abide by the Nolan principles of public office and adhere to the requirements of the BCC Model Code of Conduct for GBs?**

 Y  N

If no please state reason[s]

# Competences

The following competences are taken from the Department for Education (DfE) Clerking Competency Framework; non-statutory guidance that sets out the competences required to deliver professional clerking in Local Authority (LA) maintained schools, academies and multi-academy trusts. Please refer to the framework and provide relevant examples of how you have demonstrated these competences. View the framework <https://www.gov.uk/government/publications/governance-handbook>

Competency	Description	Please provide relevant examples of how you have demonstrated these competences in a clerking role
<b>Understanding governance</b>	A sound understanding of the GB's duties and responsibilities; and the wider context in which the GB operates.	
<b>Administration</b>	Ensuring that the processes and procedures are administered efficiently.	
<b>Advice and guidance</b>	Giving timely and accurate advice and guidance, or signposting to expert advice when appropriate.	
<b>People and relationships</b>	Maintaining professional working relationships with the GB. Ensuring that the GB has an accurate record of its membership and skills. Contributing to the induction and training of new members.	

# Other Information

In no more than **200 words**, please supply any other information that you wish to provide in support of your application. This should also refer to any additional skills or experience that is relevant to the role.

Please provide details of two referees, one of whom must be the Chair of the GB where you currently clerk, or have previously clerked:

**Referee 1** Name (Chair of the GB)

Telephone number

Name of School

Email

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**Referee 2** Name

Telephone number

Email

I consent to Birmingham City Council recording and processing the information detailed in this form. I understand that this information may be used and shared with the appropriate agencies in pursuance of its business purposes and my consent is conditional upon the City Council complying with their obligations under the Data Protection Act 1998. I also confirm that the information contained in the form is correct (if sending by email, an electronic signature will accepted).

Signature

Please email this expression of interest form to **[governors@birmingham.gov.uk](mailto:governors@birmingham.gov.uk)**. Ensure there are at least two referees details included with your EOI.