

# Independent Clerking

## Professionalise your Governance with the help of Tenet experts

The governance of an educational establishment, be it Independent School or Academy, FE College or University, requires a clear understanding of governing documents and processes and a firm determination to be of independent mind.

The Clerk to the Governors, by whatever name it is known, is a pivotal role to oversee the exercise of checks and balances by governors whilst allowing management to get on with the jobs they are appointed to do.

Following the Charities Act 2006 there is increasing focus on the quality of governance in registered charities, and regulated educational institutions have long been expected to achieve high standards in this area.

### **An Easy Route to Professional support**

Tenet consultants have considerable experience in participating in these processes and are ideally suited to this independent role.

### **Tenet's experienced resource can provide benefits in the following areas:**

- **An Independent Clerk** to advise the governing body on matters of process and minor points of law, schedule and convene meetings, distribute papers, attend and produce minutes;
- **A Company Secretary** to be the nominated person registered at Companies House to receive and deliver official documentation;
- **Standing Orders** – clear written procedures setting out processes for the convening and recording of committees and main governing body;
- **Structured Papers** – a clear template for the production of papers that makes it easy for members to understand the import and to identify key information and clear recommendations on required action;
- **Committee Structures** – advice on the number and remit of committees;
- **Terms of Reference** – for clear understanding of the remit and powers of committees;
- **Board Composition** – advice on the composition and skills of the Board or Governing Body;
- **Register of Interests** – the maintenance of a register of members interests, and advice on managing any conflicts of interest.

**Please call us on 01376 511411 to discuss your needs further.**

