

## Lewknor Church of England Primary School

### Job Description – Clerk to Governors

<b>Post:</b>	Clerk to Governing Body
<b>Responsible to:</b>	Full Governing Body – delegated to Chair of Governors
<b>Job Purpose:</b>	To provide administrative and organisational support to the Governing Body and produce clear minutes of meetings.

#### **Responsibilities**

There are normally 6 Full Governing Body (FGB) meetings, 6 Resources Meetings and 3 Performance and Standards Meetings each school year. The FGB meetings are held in the evening – normally on a Monday and the other meetings are held during the day, normally Monday and Thursday afternoons. The administrative work will be conducted from home; therefore it is essential that the post holder has access to a PC or laptop.

1. Prepare the agenda for each meeting in conjunction with the relevant Governor and distribute it at least 7 working days before each meeting. Collate and distribute all supporting papers for the meeting, ideally with the agenda and if not possible then as soon as practicable after the agenda has been issued but at least 3 working days before the meeting
2. To attend and take the minutes at all Governor Meetings and prepare the minutes in the required format for approval by the Chair, in time for them to be issued within 7 working days of the meeting
3. Manage all correspondence on behalf of the Governors ensuring communications are circulated to all governors as appropriate and all correspondence is responded to in a timely manner
4. Provide advice and guidance on school regulation and instruments of government
5. Liaise with Governors between meetings as required and support the Governors with the production of the annual paperwork
6. Maintain the official minutes in the office files
7. Uphold the code of practice adopted by the Governing Body and observe strict rules of confidentiality
8. Monitor Governor attendance and alert the Chair of Governors of anyone who fails to meet the attendance requirements
9. Advise the Governing Body of any governor post that are reaching their full term at least 6 months in advance and support the Governing Body in the recruitment of new Governors
10. Attend Clerk meetings as required by County and the Governors and attend any relevant training
11. Any other tasks as requested by the Governing Body that may reasonably be said to fall within the remit of a Clerk to the Governors
12. Take appropriate responsibility for your own health, safety and welfare and that of others by what you do and do not do. Cooperate with all issues involving Health and Safety. Highlight any concerns to the Head Teacher or Chair of Governors