

High Firs Primary School

Headteacher

Mr C Turtle BA Hons PGCE NPQH

Deputy Headteacher

Miss C Rennie BA(Ed) Hons



Court Crescent
Swanley
Kent
BR8 8NR

Tel: 01322 669721

Fax: 01322 615997

Financial & Hours Information - Clerk to the Governing Body March 2019

**Total Agreed hours based on 10 meetings at 12 hours per meeting
= 120 hours per annum**

Meeting Allocation	
Meeting Preparation	2 hours x 10 meetings = 20 hours
Attending Meeting	3 hours x 10 meetings = 30 hours
Typing up Minutes and Approval	3.5 hours x 10 meetings = 35 hours
Follow up Clerk's actions from meeting	1.5 hour x 10 meetings = 15 hours
Other Agreed Allocation (not related to Committee or Governing Body Meetings)	
Meeting with Chair / Other Govs / Communication / Membership / Record Keeping / Filing / Training / Statutory Duties / Trends & Updates / Compliance & Ofsted support	20 hours

Not included:

- *Clerking and administration of additional meetings over ten scheduled - to be mutually agreed between the school & clerk*
- *Administration and minuting of Appeals*
- *Attendance at Training Courses (not specific to own role)*

Charges

- £12 per hour as above for Total 120 Agreed Hours
- All copying, postage and other costs associated with the administration support to be met by the school.
- Training costs – paid directly by school.

Availability

- Meeting dates are set in advance and are generally held from 6pm onwards on Monday, Wednesday or Thursday evenings or at 8am on a Tuesday, Wednesday or Thursday morning. The appointed Clerk must be available to attend meetings at these times.
- Working hours outside meeting times are flexible, within the time requirements of submitting information.



Achieving more together

