**Clerk to Governors**

 **Smarden Primary School**

**JOB DESCRIPTION**

Job Title: Clerk to Governors

Reports to: Chair of Governors/ Business Manager

Locations: Smarden Primary School

PURPOSE OF JOB

* To organize and clerk meetings of the Governing Body. This includes booking the venue, arranging the venue, organising refreshments (usually water, but occasionally additional refreshments). It also includes arriving about half an hour before the meeting to arrange furniture, and remaining behind to replace chairs, wash up etc. The number of full governing body meetings per annum is currently five: late September; early Dec; February; May; and July. Additionally, there are occasionally Extraordinary Meetings convened.
* To maintain information on the membership of the Governing Body, in accordance with legal requirements.
* To circulate relevant information promptly to the Governing Body from others such as the Head Teacher, and the Chair of Governors.

PRINCIPAL ACCOUNTABILITIES

* Prepare and circulate the Agenda and Minutes of the FGB, and any ad hoc committees where relevant, in consultation with the Chair and Head Teacher, to ensure that meetings are purposeful. Agendas should be circulated at least one week in advance of any meeting. Minutes should be agreed with the Chair/Head Teacher in the first week after a meeting, and forwarded to governors within ten days. Governors’ papers prepared by the Clerk should have the Clerk’s name and date of writing/circulation at the foot.
* Maintain attendance records and receive apologies for FGB meetings. Attend and take accurate, concise notes of meetings to maintain the official Minutes File. This is to ensure that a comprehensive record of attendance, discussion (in outline) and decisions is retained and ensure public records of the minutes are made available at the school for inspection on request, in accordance with the legal requirements.
* Receive correspondence on behalf of the governing body, and ensure necessary and appropriate action is taken, producing correspondence on behalf of the governing body as directed, to ensure that the meetings and business of the board is properly administered.
* Produce, and arrange distribution of, a “Governors’ Newsletter” three times a year.
* Maintain records of the appointment of Governors, and arrange for vacancies/re-appointments to occur in a timely manner.
* Maintain a database of names, addresses and all contact details, category of governors, and their terms of office, to ensure all systems are properly administered.
* Run elections for the roles of Chair and Vice-Chair of Governors on an annual basis, normally at the first meeting of the academic year. This will involve temporarily taking the Chair, for the first post.
* Minute employee hearings and appeals conducted by the governing body committees, as necessary, and promptly produce and distribute notes to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made

NECESSARY EXPERIENCE

* Good general level of education, with excellent listening, verbal and written skills;
* Experience of organising meetings, compiling agendas (under guidance), and writing minutes;
* Ability to work on own initiative. Good time management skills, and must be able to work to deadlines;
* Ability to keep accurate records, retrieve and disseminate information (electronically) to governors and relevant parties;
* Be a person of integrity, with the ability to maintain confidentiality;
* Ability to work flexible hours.

JOB CONTEXT

1. The clerk will work closely with the Chair of Governors, Head Teacher and Business Manager.
2. The clerk will work within the current legislative framework, and secure the continuity of the Governing Body, and observe confidential requirements.
3. The clerk will need to liaise with appropriate partners as an academy i.e. TKAT (The Kemnal Academies Trust).

PROFESSIONAL DEVELOPMENT

* The Clerk should adopt a pro-active attitude to professional development, taking opportunities offered by TKAT, the schools and independent bodies, to participate in relevant courses/meetings etc.
* Professional development will be discussed, at least twice a year, at the annual Performance Review, and mid-year update.

LINE MANAGEMENT

 Chair of Governors Business Manager