

Job Title: Clerk to Governors - Level 2

Reports to: Chair of Governors

Grade: KR6 (full time equivalent £20222)

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#### PURPOSE OF JOB:

- To arrange, and clerk, meetings of the Local Governing Board. To maintain information on the membership of the Local Governing Board in accordance with legal requirements. Advise the Board on some procedural and legislative matters.

#### DIMENSIONS

- Subordinates: None
- Budget: None
- No of Meetings: 6 per year minimum

#### PRINCIPAL ACCOUNTABILITIES

- Prepare the agenda for meetings of the full Local Governing Board and in consultation with Chair of Governors and Headteacher to ensure the meetings are purposeful.
- Maintain attendance records and receive apologies for Local Governing Board meetings. Attend and take accurate notes of meetings; maintain the official minute book to ensure a comprehensive record of attendance, discussion and decisions is retained; ensure public copies of the minutes are made available at the academy for inspection on request in accordance with legal requirements.
- Complete the post meeting reports to be sent to the Academy Trust's Board of Trustees.
- Receive correspondence on behalf of the Local Governing Board and ensure appropriate action is taken; producing correspondence on behalf of the Local Governing Board as directed; to ensure that the meetings and business of the Board is properly administered.
- Issue letters of appointment and legal declarations to Governors, on behalf of the Trustees. Inform the Trustees, KCC and NGA of all resignations and appointments and maintain a register of Governors' interests and liaise with the Chair of Governors concerning vacancies to ensure that meetings are properly administered and membership of the Board of Governors is compliant with Trust requirements.
- Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office. Maintain a database of names, addresses of Governing Board members and their terms of office and ensure that all systems are properly administered.
- Liaise with all Governors eligible for election to a Chair or Vice Chair vacancy to determine whether they are willing to be candidates, list on the agenda, at which the election is to be held, those who have said that they are willing and act as non-voting Chair of Governors for that part of a meeting at which the Chair of Governors is elected to ensure that membership of the Board is in accordance with legal requirements.
- Minute employee hearings and appeals conducted by the Local Governing Board's panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.
- Advise the Local Governing Board on procedural and regulatory matters providing support and guidance as appropriate. Ensure that new Governors have a copy of the DfE and ESFA documentation (Governors' Handbook etc.) and other relevant information to ensure that the Local Governing Board acts within statutory requirements.
- Ensure that a file is kept in the academy of policies and other academy documents approved by the Local Governing Board together with their review date.
- Attend termly briefings and participate in professional development opportunities offered by KCC Governor Support and other agencies.
- Maintain the information flow on the Governor Portal on the academy's website

Temple Grove Academy is a primary school based in Royal Tunbridge Wells, 50 minutes by train from central London. It also has a nursery. The academy has extensive grounds for outdoor education and has recently benefitted from major capital investment.

Visits to TGA are warmly welcomed. Please contact Tracy Rust, Academy Office Manager for an application pack on [trust@templegroveacademy.com](mailto:trust@templegroveacademy.com) or 01892 520562.

Our academy and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

