



QUEENS PARK ACADEMY JOB DESCRIPTION

Job Title: Clerk to Governors

Responsible to: Chair of Governors

Job Purpose: Responsible for clerking full governing body meetings and any meeting of committees with delegated powers, as required. You will need to attend various governing body meetings, which normally take place in the evening.

Main duties and responsibilities:

1. To attend and support meetings of committees of the governing body as required.
2. To work with the Chair of Governors and Headteacher on the contents of the agenda and the supporting papers for each meeting of the governing body.
3. To check with the Chair of Governors on any actions that have been taken by him/her between meetings and that they are reported to the governing body.
4. To produce, collate and distribute the agenda and papers so that recipients receive them at least seven days before the meeting.
5. Take notes of Governing Body meetings to prepare minutes, recording all decisions accurately and objectively, indicating who is responsible for any agreed action and the agreed timescale.
6. To ensure that the governing body fixes the dates of future meetings.
7. Prepare draft minutes and arrange for the approval/amendment by the Chair and Headteacher before circulation to Governors.
8. To distribute draft minutes to governors after being checked by the Chair and the Headteacher.
9. Maintain governor meeting attendance records and advise the Governing Body of non-attendance records and advise the Governing Body of non-attendance; ensure a register of Governing Body pecuniary interests is maintained and reviewed annually.
10. To set up governor's hearings, interviews and appeal committees.

11. Advise the Governing body of governance legislation and procedural issues.
Ensure that statutory policies are in place and that records are maintained of policies and other school documents approved by the Governing Body.
12. To advise the governing body on where to obtain relevant advice and information.
13. To upload relevant documents and maintain Governor hub.
14. Inform the Governing Body of any changes in membership; initiate a welcome pack/letter being sent to newly appointed governors including details of term of office; remind governors and appointing bodies of the approaching expiry of term so that elections or appointments can be organised in a timely manner.
15. Keep up-to date with current educational developments and legislation affecting school governance in order to provide pro-active support to the Governing Body.
16. To maintain relevant files and records of correspondence and documents.
17. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
18. To undertake any other duties of a similar level and responsibility as may be required from time to time.