**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Post** | Clerk to Governors |
| **Grade** |  |

**Main Purpose**

To provide an efficient secretarial and administrative service to the Governors of School.

1. To minute all formal meeting of the Governing Body and its Committees.
2. To collect all agenda items from members and discuss the structure of agendas with the Chair of Governors and Headteacher.
3. To prepare and distribute the agenda, minutes and supporting papers for each meeting a minimum of 7 days before the date of the meeting.
4. To maintain the minutes book and ensure that all formal minutes are confirmed by the meeting are signed by the Chair of Governors.
5. To collect and distribute all papers relating to the work of the Governing Body including those relating to Governor training and development issues.
6. To act as correspondent for the Governing Body in respect of all formal communications with external agencies.
7. To hold as a source of information for the Governing Body legal and reference materials such as:
* Instrument of Government
* Articles of Government
* School Government Regulations
* Guide to the Law
* Circulars
* National Curriculum Statutory Orders
1. To assist in the preparation of the annual report to parents.
2. To assist with the preparation of the annual meeting of parents.
3. To support the work of formal committees of the Governing Body.
4. To advise the Governing Body on changes to existing procedures to enhance effective communications.
5. When necessary, arrange and administer elections or appointments to the Governing Body.
6. To undertake training to improve and update own skills and performance.