



THAKEHAM PRIMARY SCHOOL

Rock Road

Storrington

West Sussex

RH20 3AA

Headteacher: Mr L. McDonald

Deputy Headteacher: Mrs E. Hopkins

SENCOs: Mr L. McDonald & Mrs R. Stender

Tel: 01903 740176

Email: office@thakehamps.co.uk

Web: <http://www.thakehamps.co.uk>

‘At Thakeham we CARE’

Courage. Ambition. Respect. Enjoyment.

Clerk to the Governing Body – Job Description

Purpose of the job: To support and be accountable to the Governing Body, working with the Chair of Governors, and with the Headteacher and other governors, in the effective and efficient management of the school.

KEY TASKS

- Maintain **confidentiality** at all times, on all issues.

Routine Meetings

- Work with the Chair, Vice Chair and Headteacher before the Governing Body meeting to prepare an agenda, taking account of current issues and focusing on school improvement
- Organise meeting packs, including agendas and minutes and management of the Sharepoint file system
- Attend meetings (virtually/face to face), record attendance (and take appropriate action regarding absences); take and produce minutes. Meetings can take place during the day or evening by arrangement but are generally early evening
- Record decisions accurately and objectively, with timescales for action, and submit drafts to Chair and Headteacher for amendment / approval
- Advise governors of time, date and venue of next meeting
- Keep paper and electronic files up-to-date and readily accessible, working at home or in school as appropriate
- Act as Clerk on statutory committees e.g. complaints hearings.

Membership of Governing Body

- Maintain a database of names, addresses, categories and responsibilities of governors and their terms of office, and to advise Governors of expiry of terms of office in time for elections / appointments to be organised in good time





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- Inform the Governing Body and County of all changes to its membership
- Keep attendance records and advise the Governing Body of non-attendance
- Keep a register of pecuniary interests which must be reviewed annually and kept in the School
- Maintain a record of Governor professional development and ensure Governors are kept up to date with County training opportunities
- Ensure Governors complete Disclosure & Barring checks when appropriate.

Advice and Information

- Advise the Governing Body on procedural issues and ensure members have relevant handbooks and other documentation
- Liaise with WSCC Governor Services on behalf of the governing body as required, for example regarding changes in arrangements or services.

Professional Development

- Successfully complete the required training for the role.

Additional Duties

- Produce and file letters and reports, maintaining an accessible archive
- Support the management of the Governing Body section of our website.

