

# Holland Junior School

<b>Clerk to the Governors</b>
Holland Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.
<b>Job Purpose</b>
The purpose of the role is to provide the governing body with procedural advice in carrying out its statutory obligations, effective administrative support, ensuring the governing body is properly constituted and is fulfilling its strategic functions.
<b>Accountable to:</b> the Headteacher
<b>Principle Accountabilities</b>
<ul style="list-style-type: none"><li>• To liaise with the Chair of Governors and the Headteacher to prepare the agenda, circulate papers and convene the meetings of the Governing Body in accordance with statutory regulation.</li><li>• Ensure meetings are quorate.</li><li>• To attend meetings of the Governing Body (2 per term), to take and prepare draft minutes and ensure the meetings are conducted within the relevant framework.</li><li>• To ensure the draft minutes of meetings are prepared and agreed with the Chair of Governors within agreed timescales and any actions are taken using own initiative.</li><li>• Agreed minutes are distributed to members of the governing body and to other parties in accordance with legislation (eg Data Protection) and LA policies.</li><li>• To maintain up to date records of the governing body and a register of interests in in line with statutory requirements.</li><li>• To provide information regarding the constitution and functions of the governing body in liaison with the Head Teacher and Chair of Governors.</li><li>• To attend LA briefings and training to maintain up to date knowledge of legislation relating to school management and governance and any changes to governors' legal duties.</li></ul>