

## Annual Leave

- 30 days (including bank holidays) pro rata

### Main Purpose

Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regard to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

### Main Responsibilities and Tasks

1. Provide advice to the governing body – 10%
  - Advise the governing body on governance legislation and procedural matters



2. Effective administration of meetings - 50%

With the chair and head teacher prepare a focused agenda for the governing body meeting and committee meeting

Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;

Ensure meetings are quorate

Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting

Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the head teacher



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5. Personal Development – 10%

