



ST MARY'S SCHOOL HAMPSTEAD

SECRETARY TO THE GOVERNORS AND TRUSTEES

Job Description

Lines of Communication

- Report to the Bursar, Chair of Governors, Chair of Trustees, Committee Chairs and Headmistress, as required.
- Line manager is the Bursar.

Role purpose

Main purpose of role is to:

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

Responsibilities and tasks

The Secretary to the Trustees and Governors will:

Effective administration of meetings

- Prepare, attend and administer all meetings of the Governors and Trustees, including strategy planning, and all sub-Committees each term (Governors, F&GP, Health and Safety, Education and Staffing) and all meetings of the Trustees. This will include the responsibility to:
 - Prepare a schedule of meetings. This should look at least a year ahead.
 - With the Chair, Headmistress and Bursar prepare a focused agenda for the meeting.
 - Issue calling notice two weeks prior to a meeting.
 - Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers one week before each meeting.
 - Prepare an executive summary for supporting papers (no more than one side of A4), if required.
 - Ensure instructions for room layout have been issued.
 - Ensure meetings are quorate (reporting to the Chair in advance of known absentees).
 - 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.
 - Take minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and, within one week of the meeting, send drafts to the Chair and (if agreed by the governing body), the Headmistress.
 - Take notes at meetings where there may be free-ranging strategic thinking and in writing up the discussion, interpreting and ordering the points in a constructive and analytical manner.
 - Circulate the reviewed draft and other relevant documentation to appropriate Board/Committee members and other relevant bodies, such as the Local Authority/Diocese/Trust as agreed by the

governing body and within the timescale agreed with the governing body (normally within four weeks of the meeting).

- Follow-up any agreed action points with those responsible and inform the Chair of progress.

Membership

- Advise Governors/Trustees and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Organise appropriate departure formalities for departing Trustees/Governors.
- Support the induction of new Governors/Trustees – providing an induction pack and ensuring the Chair welcomes the new member to the first meeting.
- Maintain a register of Governor/Trustee pecuniary interests and ensure the record of Governors'/Trustees' business interests is reviewed regularly and lodged within the School.
- Maintain a record of training and curriculum visits undertaken by Trustees and Governors.
- Maintain meeting attendance records and advise the chair of potential disqualification through lack of attendance.

Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Governors e.g. Child-protection, SEND.
- Maintain current copy of the Charity Commission scheme and Memorandum and Articles of Association, together with any scheme of delegation.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of governing body correspondence.
- Maintain a schedule of the School Policies and Review dates.
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the School and published as agreed, for example, on the website.
- Prepare, maintain and regularly update Governors and Trustees Handbooks.
- Maintain the Governors' and Trustees' electronic filing database.
- Circulate suitable training opportunities to Governors/Trustees.

General

- Maintain confidentiality in all matters.
- Assist with the drafting of policies and other drafting tasks as required.
- Undertake correspondence on behalf of the Governing Body, as directed.
- General clerical and other duties to support the Bursar, as directed.
- Attend any emergency meetings when possible.
- Perform such other tasks as may be determined by the governing body from time to time.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

Additional Services

- The Secretary may be asked to undertake the following additional duties:
 - Prepare, attend and administer any appeal committees/panels the governing body is required to convene.
 - Participate in, and contribute to the training of governors in areas appropriate to the clerking role.
 - Maintain a file of relevant Department for Education (DfE), Local Authority and the Diocese (if appropriate) guidance documents.
 - Maintain archive materials.

Hours

This is a 40% part-time position.

- *Normal number of meetings:* 6/7 per term - during the evening and day-time during term-time.
- *Length of meetings:* between 2 – 4 hours each (exceptionally, full day).
- *Hours:* approximately 92 days (644 hours) work per annum, including attending meetings as listed above. The hours are not fixed to any particular pattern and the role requires flexibility.

Place of work

Meetings are held at the School.

- It may be possible for you to have access to computer equipment, telephone and other appropriate resources during the occasions that you work at the school, although much of the work between meetings will be carried out at home. Office equipment and IT support will be provided.

Remuneration

- The remuneration is competitive and will be based on 40% part-time working.

Pension

- Membership of our defined contribution pension scheme managed by Standard Life

Holidays

- Remuneration includes payment for 12 working days (30 working days FTE) holiday in any academic year. Holiday should to be taken during the normal School holidays or at such other times as are convenient for the School (as agreed with the Bursar).

Person Specification

	Essential criteria
Qualifications and training	<ul style="list-style-type: none"> • Excellent all-round education • Willingness to attend appropriate training and development • Training specific to the role of clerk/secretary to the governors/trustees
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Excellent listening, oral and literacy skills • Excellent ICT including keyboard skills, with the ability to use the internet to access relevant information • Ability to organise time & work to deadlines • Ability and willingness to work individually, using own initiative • Ability to work in an organised and methodical manner • Ability to work as a team member • Knowledge of governing body procedures • Knowledge of Independent School's Inspectorate policies and requirements • Knowledge of educational legislation, guidance & legal requirements • Knowledge of the respective roles and responsibilities of the governing board, Headmistress, the Diocese, the LA & the DfE • Knowledge of Equal Opportunities and Human Rights legislation • Knowledge of data protection legislation
Experience	<ul style="list-style-type: none"> • Experience of organising meetings • Experience of record keeping • Experience of retrieving and disseminating information • Experience of writing agendas and accurate, concise minutes • Experience of taking initiative and self-motivation • Experience of working in a school or educational environment
Personal qualities	<ul style="list-style-type: none"> • Demonstrate & maintain integrity, impartiality & confidentiality • Have a flexible approach to working hours • Ability to demonstrate commitment to equal opportunities • Have good interpersonal skills • Have an openness to learning and change • Be sympathetic to the needs of others • Have a positive attitude to personal development and training
Special requirements	<ul style="list-style-type: none"> • Ability to work at times convenient to the governing board, including evenings • Ability to travel to meetings • Available to be contacted at mutually convenient times