



## **Job Description – Governing Body Minute Taker**

**Job Title:** Governing Body Minute Taker

**Responsible To:** Head teacher

**Responsible For:** Taking accurate minutes of governing body meetings

**Key Relationships/Liaison with:** Chair of Governors, Head teacher, Office staff

**Job Purpose:** To provide efficient and effective minute services to school. To keep governing body records.

**Hours:** 6 hours for each meeting of the Governing Body. This includes time to prepare, attending the meeting and time to write up the minutes. There are approximately nine governing body meetings per year.

**Contract:** Casual

### **Procedural Context**

The post holder will act within guidelines and standard procedures with discretion to organise work to meet service delivery requirements.

### **Key Facts and Figures**

Working conditions: casual contract, no office space provided, evening work.

### **DUTIES & RESPONSIBILITIES**

- To attend all meetings of the governing body
- Provide effective administrative support to the governing body and its committees;
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not)
- Review governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Select relevant points from a wide ranging /complex discussion and to write up as a clear, concise record of the meeting including indicating who is responsible for any agreed action
- Record all decisions accurately and objectively with timescales for actions (on an agreed 'Action Log')
- Provide draft minutes of governing body/board meetings within five working days of the meeting, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the Head Teacher for amendment/approval
- Keep a minute book or file of signed minutes as an archive record

- Maintain a database of all names, addresses and category of governing body members and their term of office
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office
- Maintain copies of current terms of reference and membership of committee and working parties and nominated curriculum link Governors.
- Support the maintenance of a register of governor pecuniary interests by ensuring that a record of governors' business interests is reviewed regularly
- Advise Governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner.
- Support the maintenance of a register of signed minutes of meetings and other meeting papers in school.
- Inform the Governing Body and update Get Information About Schools (GIAS) with any changes of its membership.

### **Health and safety**

- Promote the safety and wellbeing of staff and pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's child protection policy

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Maintain strict confidentiality at all times in accordance with the Data Protection Act and the GDPR.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Blidworth Oaks Primary School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006