

Outline of meetings

Some flexibility will be expected from this post but the likely role will involve the following:

Taking minutes at full governors meetings – 5 -7 meetings per year – Mondays at 7.00pm – most last about two hours.

Taking minutes at committee meetings – 10 – 13 per year – Mondays at 7.00pm – most last about two hours.

Occasional agenda setting meetings for full governors usually 5-6 per year – time and day by arrangement. The clerk will be expected to be pro-active in these meetings.

The clerk will also be expected to attend relevant training to enable them to fulfil the role.

Over the course of the year, there is usually an AGM for parents and there may be an occasional extra ordinary meeting. These are rare however.

The total remuneration on an annual basis usually works out at about £1000.

The school community is an immensely supportive environment and all who join us will receive both training and more importantly understanding while that training is taken place. While a high standard of literacy is a pre-requisite just about everything else can be learned while in post.

M Prince

September 2010