

VINEHALL SCHOOL LIMITED (REGISTERED CHARITY)

CLERK TO THE GOVERNORS

JOB DESCRIPTION

Vinehall School has seventeen Governors. Some of the Governors also serve on one or more sub-committees.

The Main Board currently holds three Meetings a year: one on a Saturday morning in March from 10.00 a.m., one on a Monday afternoon in June from 5.00 p.m., and one on a Saturday morning in November, the Annual General Meeting, from 10.00 a.m. The F&GP Committee has three Meetings a year on Saturday mornings from 10.00 a.m. and these usually take place two weeks before the Main Board Meetings. The Risk Committee meets once per term, usually on a Wednesday.

The following are the main areas of responsibility for the Clerk to the Governors:

MAIN BOARD AND F&GP MEETINGS:-

- Drafting the Agenda and obtaining approval from the Chairman of the forthcoming Meeting
- Trawling previous Minutes and drawing up a list of "Matters Arising"
- Liaising with those producing Reports for the forthcoming Meeting and ensuring that all are received and/or have been sent direct to Governors
- Sending out all documents required for the next Meeting, mainly by e-mail but also by post
- In the case of those Governors receiving documents by e-mail, drawing up a last-minute checklist for them just prior to the Meeting
- Attending Meetings and taking detailed Minutes
- Transcribing these Minutes into a clear and concise typed version; seeking approval from the Head, Bursar and Financial Manager before submitting to the Chairman for final approval. It should be noted that this must be done very quickly between the F&GPC Meeting and the subsequent Main Board Meeting
- Circulating the finished Minutes to all Governors

RISK COMMITTEE MEETINGS:-

- Attending Meetings and taking Minutes
- Transcribing these Minutes into a clear and concise typed version; seeking approval from the Bursar before submitting to the Chairman for final approval. The Chairman currently circulates the finished Minutes.

GOVERNORS' VISITING DAYS:-

- Keeping a record of those Governors due to attend (the day before the March and November Main Board Meetings)
- Advising those Governors, and ensuring their attendance
- Advising the Deputy Head, who organises the Visits, of those who will be attending

STATUTORY DUTIES:-

- Keeping the Register of Directors of the Company (Governors) up-to-date
- Advising Companies House of any changes in the Governing Body
- Keeping a record of Governors due to retire by rotation at the Annual General Meeting and, in advance of that Meeting, contacting them and asking them if they wish to apply for re-election
- In conjunction with the Financial Manager, sending copies of the Statutory Accounts to the Charity Commissioners and Companies House

MISCELLANEOUS:-

- Dealing with correspondence from the school governors' advisory body, AGBIS
- Forwarding items of interest to Governors
- Sending Governors details of AGBIS courses and arranging for their attendance where applicable