**Governance Minute Taker Job Description**

**JOB TITLE:** Governance Minute Taker

**REPORTS TO:** Governance Professional

**SUPERVISES:** n/a

**GRADE:** Band 5

**JOB PURPOSE:**

The post holder will be responsible for ensuring the effective continuity of the individual local Academy Governing Committee business and records management. Working effectively with the Governance Professional and respective Chairs of Governors, the Executive Principal, Head of School and other Governors ensuring the meeting operates properly within the overall Trust Articles of Association and Scheme of Delegation and in line with (DfE) guidance.

Each of the five Academy Governing Committees meet each half term, Committee meetings are scheduled one year in advance and depending on the Committee are held in person, on Teams, during the school day or in the evening, lasting two hours. The Minute Taker will work with the Governance Professional, Chairs and Principals to plan, prepare, and record these meetings in line with the Trust’s policies.

**KEY ACCOUNTABILITIES**

To work effectively within the Trust to ensure the Trust’s vision is upheld in all aspects of the role.

To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc. the Trust’s Health and Safety Policy and all locally agreed safe methods of work.

To work with colleagues to achieve Trust objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of your own development needs.

Support the vision and values of the Trust, embedding them into your working practices.

**PRINCIPAL RESPONSIBILITIES/DUTIES**

**Effective Administration of Academy Committee meetings**

* Support the production of papers for the Academy Governing Committee prior to the meeting.
* To attend scheduled meetings of the Academy Governing Committees, ensuring that the meetings are quorate.
* Provide effective administrative support to the Academy Governing Committees
* Record the attendance at meetings, to include apologies whether they have been accepted or not.
* Select relevant points from a wide ranging/complex discussion and write up 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.
* Provide draft minutes of Academy Committee meetings within seven working days of the meeting and send drafts to the Chair and Principal for amendment/approval.
* Update signed minutes as required.
* Support the maintenance of a register of Governor pecuniary interests by ensuring that a record of Governors business interests is reviewed regularly.
* Support the maintenance of meeting papers.
* Support the AC self-evaluation process administratively.

**Professional Development**

* Undertake regular safeguarding, health and safety and data protection training.

**ADDITIONAL RESPONSIBILITIES & REQUIREMENTS**

Support the aims, values, vision, mission, and ethos of the school/trust and participate in a team approach to all aspects of school life. Attend meetings and training sessions as required. Be involved in extra-curricular activities, e.g. open days, school events.

Solent Academies Trustis committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).

Solent Academies Trust is committed to the safety and well-being of all staff and pupils and as such the post holder will need to be aware of health and safety issues and act in accordance with Health and Safety policies.

Solent Academies Trust is committed to the implementation and promotion in

employment and service delivery of equal opportunities policies and statutory responsibilities.

This list is not exhaustive and other duties may be required as part of the role, at the discretion of the Company Secretary/ Chief Finance & Operations Officer and commensurate with the grade and level of responsibility.

Signed:

Name:

Date:

**Person Specification for Governance Minute Taker Band 5**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence From** |
| **Knowledge and Skills and Experience** |
| A good standard of education including English and Maths | X |  | Application /interview |
| Recent experience of minuting meetings | X |  | Application /interview |
| Knowledge of Academy Committee procedures |  | X | Application/interview |
| Knowledge current educational developments and legislation affecting school governance |  | X | Application/interview |
| Experience of working with Microsoft packages including Word, Excel, Outlook, SharePoint and PowerPoint | X |  | Application/interview |
| **Interpersonal and Communication Skills** |
| Good organisational skills | X |  | Application /interview |
| Ability to prioritise workload effectively to meet deadlines | X |  | Application /interview |
| Excellent time management skills | X |  | Application /interview |
| Excellent communication and inter-personal skills | X |  | Application /interview |
| Ability to communicate effectively with all relevant stakeholders | X |  | Application /interview |
| Excellent problem-solving skills | X |  | Application /interview |
| Well-developed IT skills  | X |  | Application /interview |
| Excellent literacy and written skills, including the ability to prepare meeting agendas and the ability to produce accurate and concise minutes | X |  | Application /interview |
| Ability to use initiative and work autonomously | X |  | Application /interview |
| Ability to maintain confidentiality | X |  | Application /interview |
| Proven tact and diplomacy skills | X |  | Application /interview |