



# The White Hills Park Trust

## *A Culture of Excellence*

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<b>Job Description:</b>	Minuting Secretary
<b>Location:</b>	Home-based and working across all Trust sites, all in Nottinghamshire
<b>Salary:</b>	Grade 4 Points 8 to 14
<b>Value:</b>	£10.62 to £11.96 per hours plus 10.77% working time directive enhancement
<b>Contracted Hours:</b>	Variable A minimum of five meetings per term (three terms per year); approximately four hours per meeting. A schedule of meetings will be agreed at the start of each academic year. Any additional meetings will be agreed in advance.

### **GENERAL INFORMATION**

The following information is provided to assist staff joining the Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

### **PURPOSE OF THE POST**

The main purpose of the role is to support the Trust Governance Manager to fulfil the statutory responsibilities of the WHPT and ensure effective governance. The minute taker will be required to attend all meetings of local governing boards and take notes that accurately reflect the decisions and discussions that took place during each meeting. These notes should be written in an agreed template and present information clearly. The minute taker will also be responsible for recording attendance at each meeting.

### **KEY AREAS/SKILLS**

- Excellent listening skills
- Accurate note taking and key board skills
- Excellent communication and inter-personal skills
- Efficient personal management and task planning/prioritisation
- Maintain confidentiality of all items discussed in meetings

### **KEY AREAS OF RESPONSIBILITY**

- To attend meetings as directed by the Trust Governance Manager.
- Complete an attendance register at each meeting.

- Record all key decisions and discussion items of meetings.
- Transcribe notes into a comprehensive set of minutes which are a true and accurate reflection of discussions.
- Ensure draft minutes are sent to the Chair and Head Teacher for review within the timescale as set out by the Trust Governance Manager.
- Amend draft minutes as required and forward to governors within an agreed timescale.
- Any other duties required that are commensurate with the grading of the post.
- To be fully aware of and understand the implications of safeguarding children and young people as this applies to the role within the organisation.

### **HEALTH AND SAFETY**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

### **CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL**

- Undertake any professional development necessary as identified in Trust Improvement Plan.
- Maintain a professional portfolio of evidence to support performance management process.

### **RELATIONSHIPS**

#### **To be responsible to:**

- The Chief Executive Officer with line management through the Trust Governance Manager.

#### **To co-operate with:**

- The Board of Trustees and LGBs
- All colleagues, both teaching and support staff
- LA, advisers and the OFSTED Inspection teams
- Unions and other organisations representing teachers and other persons on the staff
- Persons and bodies outside the Trust to ensure that the Trust works in harmony with the community, other schools and Trusts

The job description may be subject to amendment or modification, should circumstances change, and any significant changes will be discussed with you.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

Date Job Description Revised: March 2021

By Whom: Chief Executive Officer