

# GRANGETOWN PRIMARY SCHOOL



Spelterworks Road Sunderland SR2 8PX

Telephone: 0191 514 0101  
E-mail: [office@grangetown.sunderland.sch.uk](mailto:office@grangetown.sunderland.sch.uk)  
Website: [www.grangetown.sunderland.sch.uk](http://www.grangetown.sunderland.sch.uk)  
Twitter: Grangetown\_PS  
Facebook: Grangetownprimary / Nurserygrangetown

Headteacher: Mr Les McAnaney  
Deputy Headteacher: Ms Lesley Cole  
Chair of Governors: Mrs Sue Thomson

Tuesday 12<sup>th</sup> June, 2018

Dear Applicant

Thankyou for your interest in the post of Clerk to Governors at Grangetown. We are a friendly and welcoming primary school, with 260 pupils on roll (age 3 to 11). We have 13 teachers, 8 Teaching Assistants, and an administrative team of 3 staff.

Our Governing Board has 12 members. Governors are volunteers who work closely with the Headteacher and School Leadership Team to evaluate the overall effectiveness and determine the future direction of the school. They provide supportive challenge to help raise standards, taking a mainly strategic view, and engaging on issues such as curriculum development, finance, staffing and pupil attainment. They come from a wide variety of backgrounds, and work as a team to add value to school life by offering their skills, expertise and time.

Governors visit the school regularly to meet staff and children, and also attend several termly meetings. We have one main termly meeting of the Full Governing Board, and 3 committee meetings each term to look at various aspects of the school. We normally start the school year with an 'introductory' meeting to set dates etc. Sometimes there are additional meetings – for example in the case of a school exclusion, staff redundancies or a formal parental complaint – though all of these examples are rare and not part of the usual cycle of meetings.

The role of Clerk is essentially to do with providing effective administrative support to the Governing Board. Part of this is strategic – for example when planning the business of the Board over a full year; part is to do with Agendas and Minutes linked to ongoing meetings; and part of the role is to provide advice and guidance on various Governor and school related matters that may arise – important sources of information include the Governance Handbook (DfE) and the National Governors' Association (NGA) - we will shortly be joining their support package at 'Gold' level.

We will provide training where appropriate, either internally or from another experienced Clerk. There is also a new training programme for Clerks, organised via the NGA, and we can certainly investigate this. It would be helpful if you had experience of education; however, the key skills are to do with being well-organised, being able to produce accurate and clear minutes, and having the ability to liaise with Governors and advise governors on points of practice and legislation as they apply to school Governing Bodies – this knowledge can be gained through training and by becoming familiar with, for example, the Governance Handbook (DfE) and linked publications.

**Enjoy - Respect - Achieve**



We are basing the 60-80 hours on our standard number of meetings. This is a situation that will evolve and gain clarity over time, depending upon the time taken to produce agendas and minutes, attend training, liaise with HT and Chair, and so on.

We are setting up a new Office in school, and this will be available to our Clerk as well as to our existing Admin team – there will be a desk, a PC, phone, internet and email, stationary, printing and photocopying facilities, a secure filing cabinet, and meeting facilities. Our Admin Team can assist with the distribution of Agendas. We have two comfortable and well-equipped rooms within the school, for our main GB meetings.

One interesting aspect of this post could be the possibility of 'growing' and developing the role by eventually offering Clerking services to other schools, though this would of course be a decision for the individual appointed and is not a requirement of the post.

Our school was inspected by Ofsted a year ago, and we were pleased to receive an overall judgement of 'Good'. The Inspection Report speaks very favourably indeed of the contribution and effectiveness of our Governors.

If you have any further questions about the role, please do not hesitate to contact us. Visits are welcome.

We look forward to receiving your application.

Yours sincerely



Les McAnaney  
Headteacher



Sue Thomson  
Chair of Governors