

## **Annex 6: the clerk**

The clerk's responsibility is to ensure that schools forum's work is well organised and to arrange administrative and clerical support to the meetings of the Schools Forum, and specifically to be responsible for:

- arranging meetings of the Schools Forum, ensuring that members are notified of meetings and receive a full agenda and supporting papers at least 7 days prior to a meeting.
- recording the proceedings at meetings of the Schools Forum, ensuring that such a record is kept in a form that is easily accessible to others on request. The clerk will publish the draft minutes via email/the website within three weeks of a meeting.
- providing advice to the Schools Forum and/or individual members and assisting the chair / vice chair with the management of meetings of the Schools Forum.
- ensuring that governing bodies and schools are informed of the outcome of the work of the Schools Forum and consultation by the LA through the publication of a summary of the draft minutes in the appropriate bulletins along with a posting of the approved minutes on the website.

The clerk will also be responsible for the following:

- arranging the venue of the meeting;
- ensuring the papers are dispatched to members of the Schools Forum at least seven days prior to the meeting;
- providing the route by which members can access further information and co-ordinate communication to the Schools Forum members outside of the formal meeting cycle;
- responding to any queries about the business of the Schools Forum from others who are not members of the Schools Forum;
- ensuring that contact details of all members are kept up to date;
- maintaining the list of members on the Schools Forum and advise on membership issues in general;
- keeping the Schools Forum's website up to date by posting the latest minutes and papers;
- ensuring that an accurate record of meetings is taken, including recording the outcome of any votes, decisions and key points.