

# Clerk to the Governors Notional Hours

## Background

The basic hours a clerk is paid has previously depended on the size of school, ranging from 70 to 120 hours per year. Clerks are paid extra if they service committee meetings, the amount of hours usually being agreed on appointment and the contract adjusted accordingly.

Payment is calculated over a full year, as the role involves being available for the governing body during school holidays as well as term-time. The relevant annual leave entitlement is taken into consideration when calculating the paid hours per week, which have ranged from 1.51 to 2.64 hours per week (not including committee meetings).

## Rationale for change

A working group of nine clerks met in March 2012 to discuss whether these hours were a true representation of hours worked. The group was made up of experienced clerks from secondary, special and primary schools, some of whom worked in multiple schools.

The group agreed that the size of the school has little bearing on the amount of hours worked, as the size of the governing body and number of meetings is not dependent on number on roll. It was pointed out that some other local authorities determine the hours worked by the amount of hours taken to administer a meeting and other tasks. With this in mind, the group agreed on the notional hours (see over) for each of the tasks outlined in the job descriptions.

## Calculating a clerk's hours

Each governing body is structured differently and the amount of meetings a clerk services can have a real impact on the total hours paid. As the clerk's line manager, the chair of governors should determine how many hours their clerk should be contracted to work. It is important this is calculated from the outset rather than the clerk submitting too many overtime claims, as they are also entitled to annual leave dependent on their hours worked.

## All Clerks

The following tasks should be carried out by all clerks. The amount of hours does not increase for senior clerks, but the level at which they are expected to work and contribute in each area is outlined in the relevant job description.

Full Governing Body meeting	<ul style="list-style-type: none"> <li>– Setting agenda with Chair</li> <li>– Preparing papers</li> <li>– Invites</li> <li>– Preparing room for meeting</li> <li>– Take minutes at meeting</li> <li>– Type up minutes</li> <li>– Circulate minutes and follow-up actions</li> <li>– Maintain the file of signed minutes</li> <li>– Publish signed minutes on website</li> </ul>	8 to 10 hours per meeting
Committee meeting (if appropriate)	<ul style="list-style-type: none"> <li>– As above, but usually shorter and less governors</li> </ul>	6 to 8 hours per meeting
Training	<ul style="list-style-type: none"> <li>– Termly Clerks' Forums x 3hrs</li> </ul>	Approx 10 hours per year (more if attending other governor training)
Recruitment of governors	<ul style="list-style-type: none"> <li>– Keeping terms of office up to date</li> <li>– Admin of parent and staff governor elections</li> <li>– Working with Chair and LA re community/LA governor vacancies</li> <li>– Welcome pack to new governors</li> <li>– Arrange school induction</li> </ul>	Approx 15 hours per year
General admin / record keeping	<ul style="list-style-type: none"> <li>– Preparing/issuing letters</li> <li>– Maintain database of governor contact details, committee membership and roles in GB</li> <li>– Governor training records</li> <li>– Schedule of policies &amp; review dates</li> <li>– Archiving at agreed periods</li> <li>– Schedule of governor visits and file of visit reports</li> <li>– Keep up to date with changes to legislation, policy and procedures</li> </ul>	Approx 15 hours per year

## Additional Tasks for Senior Clerks

The amount of hours should be agreed in writing with the headteacher and chair of governors.

Area of work	Example of tasks	Hours
Clerking Panels (See JD pt 3)	<ul style="list-style-type: none"><li>– Advising all parties on process and statutory responsibilities</li><li>– Setting date</li><li>– Receiving and distributing papers</li><li>– Booking venue</li><li>– Taking and writing minutes</li><li>– Keeping all records</li></ul>	To be paid by school (whether own or another school) according to hours worked. Can vary enormously depending on case.
Mentoring new clerks (See JD pt 7)	<ul style="list-style-type: none"><li>– Initial meeting</li><li>– Phone/email advice</li></ul>	To be paid by Governor Support Team as required.
Advice and support to new governors etc (See JD pt 8)	<ul style="list-style-type: none"><li>– Signposting to resources and training information</li><li>– Advice re particular role</li></ul>	To be paid by school according to hours worked. Can vary according to amount of new appointments each year.

See over for calculation of paid hours per week.

## Calculating paid hours per week

Check whether your Clerk has more/less than five years of continuous service.

1. Using one of the tables below, summarise in the 'Tasks' column how many of each task your clerk carries out (Table B is for clerks who service committees as well as FGBs).
2. Estimate the 'Notional hours per year' by using the calculations on page 2 of this document.
3. Add up the total hours spent on tasks per year and insert at the bottom of this column.
4. To calculate the 'Leave hours', use the annual leave calculator. For NJC Scales 1 to 6, full-time employees are entitled to 23 days annual leave per year, which increases to 27 days for employees with five or more years' service (which includes 2 extra-statutory days). Insert '12' for the number of months worked, as clerks are expected to work all year round to support the governing body if needed during school holidays. For 'hours worked per week', divide the notional hours by 52. The form will calculate the 'total A/L hours' in the yellow box on the right. Add to this the bank holiday entitlement in hours plus concessionary days in hours (ie all three figures in column E). This figure will give your Clerk's total annual leave entitlement in hours for the period worked. Insert this figure in your form in the column 'Total A/L hours'.
5. In the next column, add the 'Notional hours per year' to the 'Total A/L hours'.
6. In the final column, divide this by 52.

**Example A:** A clerk who has been working for three years and services six FGB meetings per year

Tasks	Notional hours per year	Total A/L hrs	Total annual hrs	Paid hrs per week
FGB x 6	6 x 9 hours = 54			
Training	10			
Recruitment	15			
General Admin	15			
<b>Total</b>	<b>94 hours</b>	12.25 hrs	106.25 hrs	2.04 hrs

**Example B:** A clerk who has been working for more than five years and services six FGB meetings and 12 committee meetings per year

Tasks	Notional hours per year	Total A/L hrs	Total annual hrs	Paid hrs per week
FGB x 6	6 x 9 hours = 54			
Committee mtgs x 12	12 x 7 hours = 84			
Training	10			
Recruitment	15			
General Admin	15			
<b>Total</b>	<b>178 hours</b>	25.5 hrs	203.5 hrs	3.91 hrs