

LPPC Job Description for Role of the Secretary

Objective of the Role

The main role of the Secretary is to support the Chairperson to ensure the smooth running of the LPPC and to maintain effective communication between committee members and the Chair.

Responsibilities

- Arrange the meetings; book the room and facilities with the school
- Arrange childcare facilities
- Help to set the agenda with the chair and make sure that any reports/papers are sent to the committee members in advance of the meeting.
- Email out the agenda and previous minutes prior to the meeting to the members and parents
- Take minutes during the meeting
- Write / Type up the minutes of the meeting along with key points and decisions.
- Email a draft of the minutes to the chair and the Headteacher, for amendment before sending out the minutes those who attended or sent apologies and the wider LPPC members.
- Maintain records (committee member details, previous minutes etc)
- Send a reminder of any actions to the relevant person prior to the next meeting.