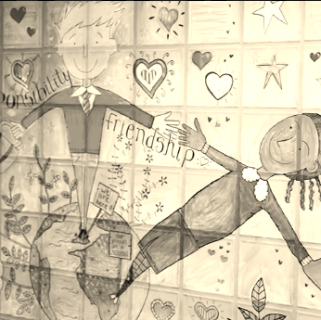




Bengeworth
Multi Academy Trust

Brilliant People • Better Schools • Bright Futures



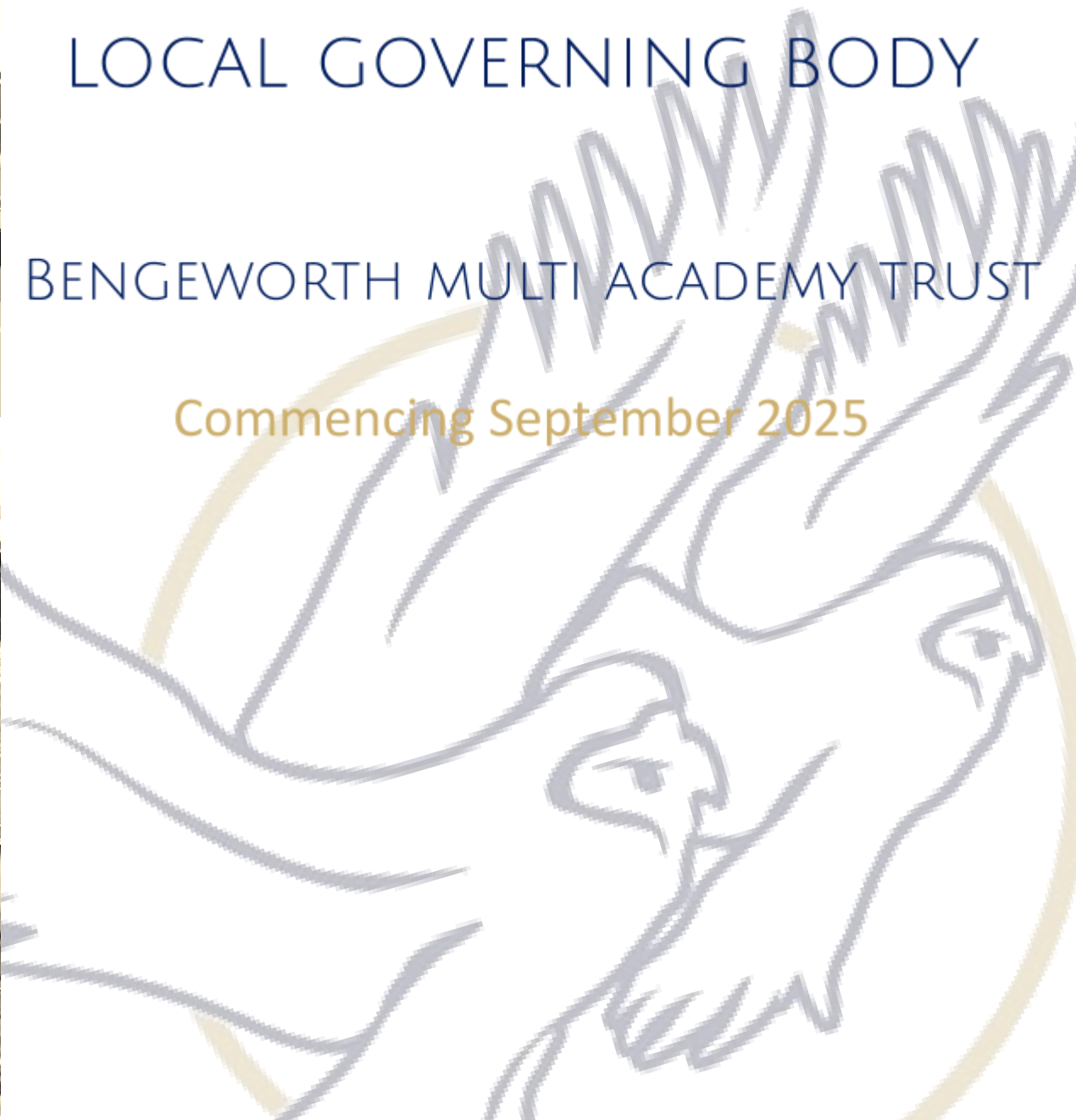
CLERK

TO THE

LOCAL GOVERNING BODY

BENGEWORTH MULTI ACADEMY TRUST

Commencing September 2025



INFORMATION FOR CANDIDATES

Bengeworth Multi Academy Trust

Kings Road, Evesham, Worcestershire, WR11 3EU

Telephone: 01386 442047

Fax: 01386 48303

Email: office@bengeworth.worcs.sch.uk

Web Page: www.bengeworthacademy.co.uk

The Advertisement

Clerk to Governors

For Bengeworth CE Academy and Bretforton Village School

Scale 4 Points 7 - 11 (£15.18 - £16.18 per hour incl holiday enhancement)

This is a Permanent Part-Time Contract to clerk, minute and administrate MAT Board meetings

Approximately 6 hours per month plus overtime

Required to start September 2025

You are invited to join this highly successful Multi Academy Trust where we are committed to giving the best to our pupils.

This part-time, flexible post includes:

- Liaison with Governors, Governance Professional, Executive Team and Senior Leaders

- Preparing agendas with associated paperwork and scheduling meetings

- Minute-taking at Local Governing Body and subcommittee meetings

- Record keeping, monitoring and maintaining published governance information.

- To attend any necessary training and advise the board on clerking matters

This position requires confidentiality, discretion and good organisational skills. The workload is variable with the opportunity to work from home (excepting scheduled in-person meetings). Word processing, communication and productivity technology skills are essential.

Meetings are held in-person or online during evenings and some preparation work is required, including liaison with MAT senior leaders, the chair of the board and subcommittee chairs. Typing up minutes and recording actions, as well as occasional administrative matters such as letters, is work required of the clerk in a timely manner following each meeting.

Bengeworth Multi Academy Trust is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment. Online checks will be conducted on all shortlisted applicants and all successful candidates will be subject to a Disclosure and Barring Service (DBS) enhanced check.

We would encourage you to view our governance page at www.bengeworthacademy.co.uk and www.bretfortonvillageschool.co.uk to read our accounts report and find out more about our Trust, our Board and the schools we operate.

To apply, please download and fully complete a MAT application form from the vacancies section of the school website, and return via email to vacancies@bengeworth.worcs.sch.uk. Completed applications must be received at school, either by email or by hand, by the closing date.

Closing Date: 9am Friday 4th July 2025

Interviews: Wednesday 9th July 2025

ABOUT BENGEWORTH MULTI ACADEMY TRUST

Bengeworth Multi Academy Trust is a small MAT currently made up of three schools, Bengeworth CE Academy, Bretforton Village School and Church Lench First School. This Clerk vacancy is to support Bengeworth CE Academy and Bretforton Village Schools.

Bengeworth CE Academy

Bengeworth CE Academy is a suburban Church of England 'First School' (R-Y5) academy. There are 520 pupils on roll arranged over a split site with Reception and Year One educated at our Burford Road setting and Years Two to Five situated a quarter of a mile away at our state-of-the-art King's Road setting.



Bengeworth's Ofsted Report in November 2023 said:

"Bengeworth CE Academy is a happy and vibrant place for pupils to learn. Staff know families very well and there is a strong sense of community spirit. Pupils gain a strong understanding of the school's guiding values and they put these values into practice. Pupils behave well and appreciate having their positive behaviours recognised and rewarded by staff."

The school ensures that all pupils study a broad range of subjects. Staff work hard to bring the curriculum to life and plan activities that pupils enjoy. They connect the curriculum through 'global themes' that broaden pupils' understanding of the world."

These comments from the published report capture the exceptional nature of the school. Pupils' achievements are consistently higher than national averages; from below expected levels of attainment on entry to Reception, pupils make exceptionally rapid progress to achieve high outcomes by the end of Year 5.



As a church school, Bengeworth CE Academy has close links with St Peter's Church and believes that Christian values should underpin school life. The Christian values that have been agreed by all stakeholders are: Friendship, Perseverance, Respect, Trust, Forgiveness and Responsibility. It is also the school's belief that the

theme of love runs through all of these values.

The school's vision is that every individual, child and adult, is encouraged to "Dream, Believe, Achieve." This is evident in all aspects of the school's work with a strong commitment to support pupil and staff wellbeing, as well as to enable every individual to achieve their full potential. The school's Leadership Team leads by example through their commitment to inspire, coach and mentor others.



RESPECT



PERSEVERANCE



FRIENDSHIP



RESPONSIBILITY



TRUST



FORGIVENESS

Bretforton Village School

Bretforton Village School is a beautiful small village school situated just outside the town of Evesham in the village of Bretforton. Set in large grounds and opposite the church, the school forms an integral part of the local community. Pupils are organised into 3 mixed-age classes with up to 30 pupils in each class, with a planned admission number for each year group of 15. The majority of the children that attend the school live in the village of Bretforton. The school was graded by Ofsted as 'Good' in June 2022.

Bretforton's Ofsted Report in 2022 said:

"Pupils are part of an inclusive community. Everyone is welcome here. Pupils are known and valued as unique individuals. Pupils care about each other as well as the world around them. Staff work closely together to encourage, support and help pupils of all abilities. Parents and carers are overwhelmingly positive about the school."



Bengeworth Multi Academy Trust Staff Team

The Senior Leadership Team at Bengeworth consists of the Headteacher, two Deputy Headteachers and two Assistant Headteachers with responsibility for Achievement and Pastoral Care. This team will be ably supported by the school SENCo and Inclusion Lead for the MAT. A new team of Phase Leaders will also work alongside the leadership team to realise the school's strategic vision.

At both settings, support professionals, catering, administration and site maintenance teams provide outstanding support for teaching staff to ensure that the additional needs of children can be met and rapid progress made. All staff are friendly, hardworking and committed.

A Message from the Chair of Governors

Thank you for the interest you have shown in the above vacancy that has arisen within our Multi Academy Trust. I hope that, after reading this information pack, you will feel able to visit our school and apply for the post. Our website is worth a visit as it gives a good flavour of our school.

This is an exciting time for Bengeworth Multi Academy Trust as we are looking forward to welcoming new members of the Leadership Team into the Trust to join our strong, friendly and dedicated staff and enthusiastic, confident children.

I look forward to receiving your application.

Yours sincerely

A Martyr-Icke

MAT Board Chairman

What to do next

We would encourage you to view our websites to get a flavour of the Trust and Schools –

www.bengeworthacademy.co.uk and www.bretfortonvillageschool.co.uk

Send a completed application form complete with a letter of application to the school via email to vacancies@bengeworth.worcs.sch.uk or by post.

Closing Date: 9am Friday 4th July 2025





JOB DESCRIPTION

Job Title: Clerk to Local Governing Body (Bengeworth CE Academy and Bretforton Village School)

Reporting to: Headteachers, Chair of Governors, Executive Team

Salary: Scale 4 Point 7 - 11 (£15.18/hour - £16.18/hour including holiday enhancement)

Purpose of job:

To provide support and advice to enable effective governance, advising on governance, constitutional and procedural matters and contributing to the efficient and effective functioning of the local governing board/single academy trust board and its committees.

The Clerk/ Professional Governance Advisor will:

- provide administrative and organisational support for the local governing bodies
- support the efficient and effective operation of the local governing bodies and its committees
- provide guidance to ensure the local governing bodies are compliant with legal and regulatory framework, understanding the consequences of non-compliance
- provide procedural advice to assist the local governing bodies in developing a governance framework and driving improvements to its systems, processes and structures
- ensure governance at all levels is carrying out its functions

Main duties and responsibilities:

- advise the local governing bodies on its core functions in accordance with advice from the trust's articles of association and the Academies Financial Handbook, in accordance with arrangements agreed by the board of trustees, the DfE Governance Handbook and the Competency Framework for Governance
- advise the local governing bodies on relevant legislation and procedural matters where necessary before, during and after meetings
- know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the local governing bodies
- inform the local governing bodies of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- advise the local governing bodies on the regulatory framework for governance (relevant acts and regulations, Articles of Association)
- offer advice on governance best practice, including on committee structures and self-evaluation, where appropriate
- ensure that statutory policies are in place, and highlight when they need to be reviewed and by whom, in accordance with the trust's Scheme of Delegation
- advise, develop and maintain in consultation with the local governing bodies, the annual calendar of local governing body meetings, monitoring and training
- facilitate new governor / trustee induction and ensuring they have access to appropriate documents, including any agreed code of conduct, school email addresses and secure area passwords
- contribute to the induction of governors / trustees taking on new roles, e.g. the chair of the board, chair of a committees and delegated responsibilities

- anticipate issues which may arise, and draw these matters to the chair's attention, proposing recommendations

Organisation and administration of meetings:

- work with the chair and headteacher to prepare a focused agenda for local governing body meetings and committee meetings
- liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation
- ensure meetings are quorate, inclusive and well structured
- record the attendance of trustees at all meetings (including any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences
- draft minutes of meetings to reflect the 3 core strategic functions, indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the local governing bodies
- circulate the reviewed minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the statutory timescale agreed with the local governing bodies
- following-up on any agreed action points with those responsible and informing the board of progress
- advise, set up and clerk hearings and panels as required

Local governing body membership:

- advise governors/trustees in advance of the expiry of a term of office and the impact of this on the local governing body's capacity, diversity and skills mix
- establish, in discussion with the local governing bodies, open and transparent vacancy filling processes and efficient procedures for election and appointment
- give procedural advice concerning conduct of governor/trustee elections and assist with election procedures
- collate, maintain and ensure correct publication of information about governors/trustees such as any declarations and pecuniary interests
- ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the local governing bodies where it is appropriate to do so
- maintain a record of training undertaken by members of the local governing bodies
- maintain governor/trustee meeting attendance records and advise the chair of potential disqualification through lack of attendance
- advise the local governing bodies on succession planning for all trustee roles.
- support the local governing bodies in developing effective and inclusive recruitment practices which promote diversity

Managing information:

- maintain up to date records of the names, addresses and category of governors/trustees and their term of office, and inform the local governing bodies and any relevant authorities of any changes to its membership
- maintain copies of current terms of reference and membership of any committees, working parties and any trustees with specific oversight of an area e.g. SEND
- maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- maintain records of local governing body correspondence
- ensure copies of statutory policies and other school documents approved by the local governing bodies are kept in the school and published as agreed, for example, on the website
- ensure that governance-specific risks are included in the trust's risk register
- manage the flow of information between the multi-academy trust board and local governing board and members, maintaining an up-to-date record of academy committee business (MATs only)
- develop trust-specific documents such as a governance code of conduct and skills matrix
- maintain the local governing body online governance portal or equivalent

Relationships and development:

- develop and maintain professional working relationships with the chair, the local governing bodies, school leaders and trust board
- contribute to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- undertaking appropriate and regular training to maintain knowledge and improve practice
- keeping up to date with current educational developments and legislation affecting school governance
- participating in regular performance management led by the Chair

Evaluation and development:

- to contribute to rigorous and effective methods of self-review with the local governing bodies
- coordinate a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- support the commissioning and arrangements for external reviews of governance
- developing and implement a training programme for those governing

Generic Accountabilities:

- liaise with relevant professional organisations and networks
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage governors/trustees in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- keep abreast of policy developments affecting academy trust governance
- participate in regular performance management, led by the chair of the local governing board
- To undertake health and safety duties commensurate with the job and/or as detailed in the Trust's Health and Safety Policy
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.

Other duties:

Clerks may also be asked to undertake the following duties:

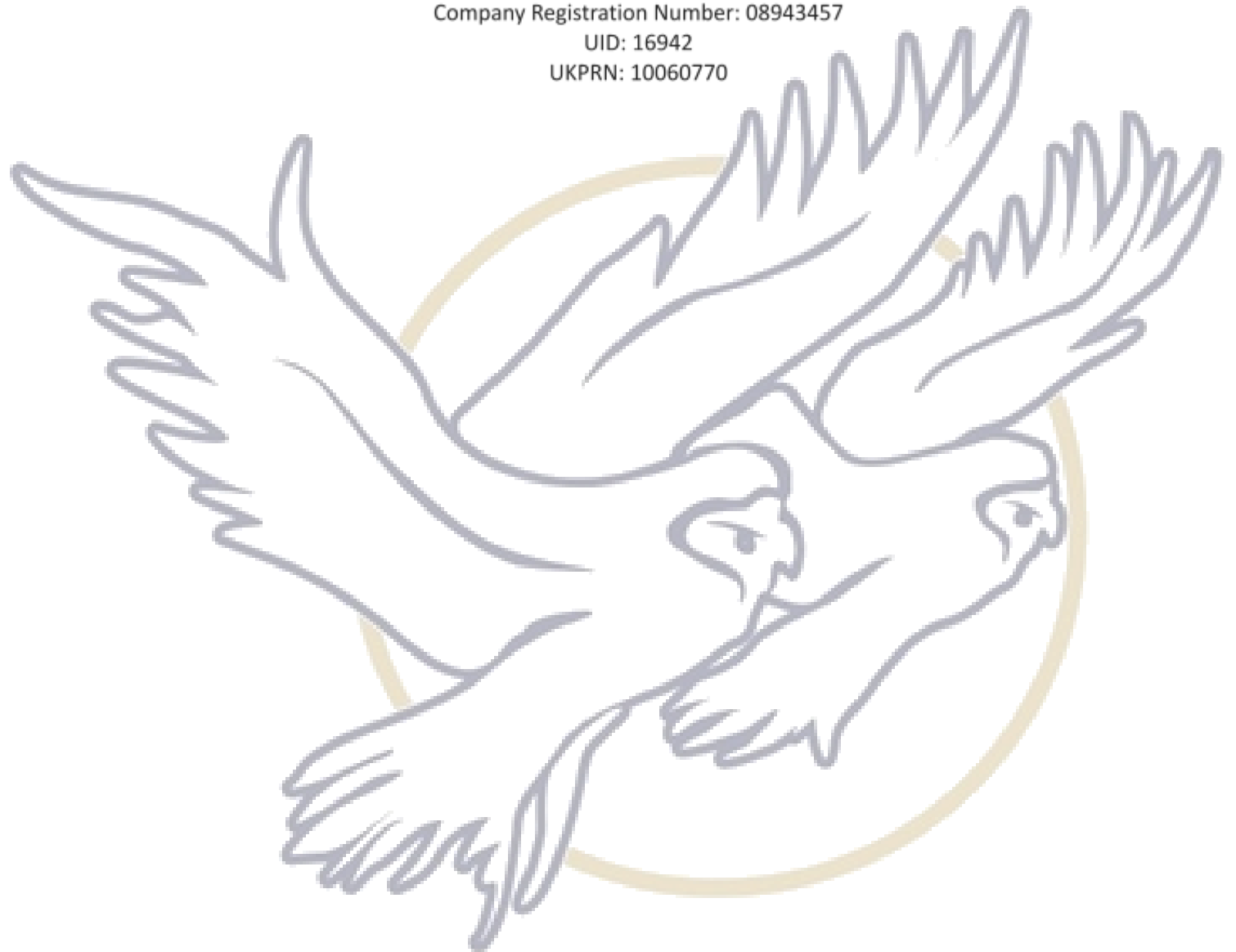
- act as clerk to the members at general meetings
- source or provide clerking cover during times of absence
- clerk panels on behalf of other schools within the MAT as required

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Bengeworth Multi Academy Trust
King's Road, Evesham, WR11 3EU

www.bengeworthtrust.co.uk

Company Registration Number: 08943457
UID: 16942
UKPRN: 10060770



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