



**Bengeworth**  
Multi Academy Trust

*Brilliant People • Better Schools • Bright Futures*

CLERK TO THE TRUST BOARD

&

MAT COMPANY SECRETARY

BENGEWORTH MULTI ACADEMY TRUST

Commencing January 2025



# INFORMATION FOR CANDIDATES

## **Bengeworth Multi Academy Trust**

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## **The Advertisement**

### **Clerk to the Trust Board & MAT Company Secretary**

**For Bengeworth Multi Academy Trust**

Scale 5 Point 12 - 17 (£14.36 - £15.58 per hour + holiday enhancement)

Part time, permanent role

This is a Permanent Casual Contract to clerk, minute and administrate MAT Board meetings

#### **Required to start January 2025 or as soon as possible**

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 Trustees, CEO, Business Manager and Headteachers
- Preparing agendas with associated paperwork and scheduling meetings
- Minute-taking at Trust Board 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](http://www.bengeworthacademy.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](mailto:vacancies@bengeworth.worcs.sch.uk). Completed applications must be received at school, either by email or by hand, by the closing date.

**Closing Date: 12pm Monday 13th January 2025**

**Interviews: w/c 20th January 2025 - confirmed to successful candidates**

# ABOUT BENGEWORTH MULTI ACADEMY TRUST

Bengeworth Multi Academy Trust is a small MAT currently made up of two schools, Bengeworth CE Academy and Bretforton Village School.

## Bengeworth CE Academy

Bengeworth CE Academy is a suburban Church of England 'First School' (R-Y5) academy. There are 510 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 is restructuring and will take a new format from September 2024. The team will consist 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. From September, 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 website to get a flavour of the Trust – [www.bengeworthacademy.co.uk](http://www.bengeworthacademy.co.uk)

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

**Closing Date:** 12pm Monday 13th January 2025



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# JOB DESCRIPTION

**Job Title: Clerk to the Trust Board & MAT Company Secretary**

**Reporting to: The Trust Board of a MAT**

**Management responsibility for: The MATs Governance Support Team (LGB clerks)**

**Salary: Scale 5 Point 12 - 17 (£14.36/hour - £15.58/hour)**

**Number of Direct Reports: 1+**

## **Purpose of job:**

Academy trust governance professionals are responsible for overseeing all aspects of governance effectiveness and compliance within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:

- supporting the efficient and effective operation of the trust board and its committees
- ensuring governance at all levels is carrying out its operational functions
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust

## **Main duties and responsibilities:**

### **Effective organisation and administration of trust board meetings**

- to clerk meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, they have a key role in:
  - ☐ keeping the board focused on its core strategic priorities
  - ☐ setting the cycle of trust board and committee meetings and preparing focused agendas
  - ☐ ensuring all meetings are inclusive and well structured
  - ☐ satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academies Financial Handbook, and in accordance with arrangements agreed by the board of trustees
- provide administrative and organisational support

- ensure that committee work is compliance with the appropriate legal and regulatory framework, including the trust's scheme of delegation and the committee's terms of reference
- ensure that full board and committee business delivers high standards of challenge and support that compliments respective improvement plans
- advise on the application of local policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants
- assist in the process of evaluating and developing the quality of governance at local level

### **Advice and guidance**

- to act as the main point of contact for all queries relating to governance within the trust,
- to provide advice and guidance on:
  - ☐ the respective roles of members, trustees and academy committee members as required
  - ☐ to maintain the highest professional standards of conduct and ethics
  - ☐ strategic leadership responsibilities
  - ☐ best practice in academy trust governance, particularly in relation to committee structures and the scheme of delegation
  - ☐ the application of policies, procedures and relevant legislation/guidance across the trust
  - ☐ provide advice on procedural matters relating to delegated powers and responsibilities
  - ☐ advise on the application of local policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants

### **Manage statutory information and governance documentation**

- to act as gatekeeper for information and documentation that clearly details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):
  - ☐ maintain appropriate records of trust board and academy committee membership, along with any terms of reference
  - ☐ maintain a trust policy register and advising on the policy review and approval cycle
  - ☐ ensure copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (eg on the trust and/or school website) and in line with statutory requirements
  - ☐ ensure that governance-specific risks are included in the trust's risk register
  - ☐ support the production of the annual report and governance statement published with the trust's annual accounts

- ❑ manage the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- ❑ develop trust-specific documents such as a governance code of conduct and skills matrix
- ❑ maintain the trust's online governance portal or equivalent

### **Oversee governance membership and structure**

- ensure the efficiency and effectiveness of the trust's governance framework
- ensure the trust board and its committees are properly constituted
- advise the trust board on succession planning
- support the trust board in developing effective and inclusive recruitment practices which promote diversity
- oversee member, trustee and academy committee member, recruitment as required, advising on election and appointment procedures
- develop a trust-wide induction process for those governing
- support the recruitment and implementation of local tier interim advisory committees where these are considered necessary
- assist in the process of new schools joining the trust by supporting, where necessary, the due diligence process along with the academy conversion process

### **People and relationships**

- to develop and maintain productive working relationships whilst maintaining independence
- work collaboratively with other key trust functions including senior leadership so that governance supports and enables the operational delivery of strategic objectives
- work closely with the chair of trustees and committee chairs (including academy committee chairs) to ensure strong links between the trust board, members and the local tier
- maintain effective communications with relevant stakeholders such as the local authority

### **Evaluation and development**

- to contribute to rigorous and effective methods of self-review across the trust, governance professionals
- coordinate the design and review of professional development plans for the chair of trustees and committee chairs (including academy committee chairs)
- coordinate a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- coordinate annual completion of the school resource management self-assessment tool
- support the commissioning of external reviews of governance
- developing and implementing a training programme for those governing



- ensuring that information and communication systems contribute to the effective functioning of governance

### **Personal development**

- liaise with relevant professional organisations and networks
- undertake regular training including the pursuit of professionally recognised qualifications
- keep abreast of policy developments affecting academy trust governance
- participate in regular performance management, led by the chair of the board of trustees

### **Other duties**

Governance professionals 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
- act as company secretary<sup>1</sup>

**The role of company secretary is a strategic position at the heart of governance operations in the trust with the following specific duties attached to it:<sup>1</sup>**

- establishing procedures for sound governance of the academy
- ensuring board meetings and committee meetings are efficient and effective and properly recorded
- preparing annual company reports compliant with both financial and legal requirements
- providing advice to directors and board members on constitutional and procedural matters
- communicating with other professionals (e.g., lawyers and auditors) and stakeholders (e.g., students, parents, wider public)
- keeping up to date with policy, legal and statutory requirements and managing information effectively
- communicating board decisions and ensuring actions are implemented by those required to undertake them, reporting back as necessary
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association, the Academies Financial Handbook, Company law and Charity Commission guidance, and in accordance with arrangements agreed by the board of trustees
- maintaining confidentiality and the security of information and documents as required
- notifying relevant authorities of any changes to membership

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<sup>1</sup> In practice, many of the duties outlined above make it common for governance professionals to fulfil the role of company secretary. However, governance professionals need not be the appointed company secretary of the trust, meaning that relevant record-keeping and filing duties could be outsourced to a company secretarial retainer.

### **Manage governance support team**

There may also be additional members of a central governance team. In such cases, governance professionals may be responsible for:

- recruiting, managing and quality assuring the work of central governance team members and/or Local Governing/ Advisory Board academy committee clerks, delegating responsibilities as appropriate
- coordinating the training, development and appraisal of members of the governance support team
- managing any budget and resources allocated to the governance support function

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[www.bengeworthtrust.co.uk](http://www.bengeworthtrust.co.uk)

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