



ST BENEDICT'S SCHOOL

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Clerk to Governors

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

The Clerk to the Governors is responsible for providing comprehensive administrative, procedural, and regulatory support to the Governing Body and its committees. The Clerk ensures the effective conduct of governance, compliance with statutory requirements, and upholds the Benedictine ethos of the school.

Reporting to:

Bursar

Main Duties and Responsibilities:**1. Governors' and Committee Meetings**

- Convene meetings of the Governing Body and its committees; maintain and publish a meetings calendar for Governors.
- Consult with the Chair, committee chairs, Headteacher, Senior Deputy Head and Bursar regarding meeting agendas and deadlines for papers.
- Prepare meeting packs, including a summary dashboard of papers and an executive summary highlighting key points.
- Publish agendas and papers to Governors and relevant staff at least one week before meetings.
- Attend meetings during the school day and evenings to advise on procedural matters, provide guidance as needed, and take minutes.
- Draw up provisional minutes for approval by the Chair; index minutes for reference, including summaries of decisions and action points.
- Track actions and ensure follow-up is completed.
- Track governor attendance at meetings.
- Submit draft minutes to the Chair within one week of meetings and circulate approved minutes to all Governors within two weeks of meetings.
- Organise and administer an archive of Governors' papers, presentations, and minutes.
- Book room setups, ICT, and catering for meetings.

2. Compliance and Regulation

- Advise Governors on legislation and guidance affecting their responsibilities and liabilities, including compliance with Articles of Association.
- Ensure Governors are aware of statutory responsibilities, particularly safeguarding, by arranging regular training and updates.



- Maintain policies specific to Governors.
- Liaise with the Bursar to secure appropriate insurance for Governors as trustees.
- Act as routine point of contact with the Charity Commission and Companies House; ensure timely filings and updates with all relevant bodies; ensure governor information is up to date on relevant portals.

3. Support to Chair of Governors

- Support the Chair and other governors in governance development including effectiveness reviews.
- Ensure prompt correspondence with the Chair and other Governors as required.
- Support the organisation of meetings between the Chair, Governors, staff, and external visitors.
- Act as correspondent on behalf of the Governing Body, not limited to the Chair.

4. Governing Body Administration

- Supervise changes in membership of the Governing Body and its committees in accordance with governing documents.
- Establish Terms of Reference for committees and working parties in liaison with the Chair and Headmaster and ensure these are reviewed periodically.
- Organise panels for appeals, complaints, or grievances, including identifying independent members as needed.
- Assist with the organisation of the biennial Governor Strategy Day.
- Liaise with the Bursar and School accountants over the annual audit and trustees' report.
- Coordinate annual updates of Governors' Declarations of Interests.
- Maintain the Register of Governors' interests and attendance logs for meetings and school events.
- Provide details to HR for DBS checks and completion of new governor forms.
- Maintain a governor handbook, biographies, policies, and termly events list.
- Manage the Governing Body Teams channel.
- Organise Governor gifting and events.
- Organise travel and accommodation where necessary.



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	<p><u>5. Governor Induction and Training</u></p> <ul style="list-style-type: none"> • Provide induction material for new Governors, including governing documents and AGBIS guidelines. • Organise and record agreed training for all Governors. • Organise annual school/governor engagement days in liaison with the Headmaster. • Liaise with AGBIS and other relevant bodies. <p><u>6. Communication and Record Keeping</u></p> <ul style="list-style-type: none"> • Ensure the Governors' section of the School website is up to date. • Maintain records of conversations and decisions, especially regarding complaints involving the Chair or Governing Body members.
Safeguarding responsibilities	Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	Essential	Desirable	Method of Assessment
Qualifications		<ul style="list-style-type: none"> • BA/BSc or Equivalent 	<i>Production of the applicant's certificates.</i> <i>Discussion at interview.</i> <i>Independent verification of qualifications.</i>
Experience:		<ul style="list-style-type: none"> • Experience of working in an educational establishment. 	<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Skills	<ul style="list-style-type: none"> • Excellent organisational skills; able to plan and coordinate meetings, 		<i>Contents of the application form.</i> <i>Interview.</i>



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	<p>deadlines, and documentation efficiently.</p> <ul style="list-style-type: none"> • Strong written communication skills; able to produce accurate agendas, minutes, reports, and guidance notes to a professional standard. • Meticulous attention to detail; able to identify, summarise, and record key actions, decisions, and follow-up points. • Confident use of Microsoft Office (Word, Excel, Outlook, PowerPoint); able to manage digital channels (e.g., Teams). 		Professional references.
Knowledge	<ul style="list-style-type: none"> • Familiar with governance requirements and procedures for boards and committees; previous experience with charity boards. • Demonstrate a commitment to ongoing professional development by actively seeking out and attending relevant training courses and ensure knowledge of current legislation and statutory guidance remains up-to-date. 	<ul style="list-style-type: none"> • Knowledge gained from having already worked within an educational establishment 	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>



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Personal competencies, qualities, attitude and behaviors	<ul style="list-style-type: none">• Discreet and trustworthy; able to handle confidential and sensitive information appropriately.• Self-motivated; able to work independently and anticipate the needs of the Governing Body and Chair.• Adaptable; able to manage a varied workload and respond to urgent issues when required.• This role requires a commitment to safeguarding, confidentiality and professionalism at all times.• The Clerk is expected to uphold and promote the Benedictine values of St Benedict's School, including integrity, fairness, generosity, and respect for all members of the community.		<i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i>
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