



PORT · REGIS

Clerk to Governors

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

We seek a Clerk to Governors to join us from February 2025.

Role profile

Port Regis' Governing Body, known as the Council of Management, consists of 14 Governors. It has 5 Committees reporting to it, each with its own Chair – Education, Wellbeing, Governance, Finance and Communications. The primary purpose of the role of the Clerk is to:

- Coordinate and administer the Governing Body's operations.
- Advise and support the Chair of Governors, the Chairs of the Governing Body's Committees, the Head and the Bursar with governance matters and administration.
- Monitor compliance with all relevant statutory company and charity law requirements and best practice with regard to the School's governance.
- Act as Company Secretary and undertake all necessary Charity Commission administration.

Hours of Work

This is predominantly a term time only role (32 weeks a year) although there may be times when you are required to work during school holidays e.g. if governors' papers need to be circulated or prepared during half term breaks. The hours of work will vary from week to week but on average, the Clerk to Governors role equates to 1.5 days or 12 hours a week.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall when working in school.
- To join a delightful team and exceptional working environment.

Job Description

These details are subject to change as the Chair of Governors or any person acting on behalf of the Chair of Governors may reasonably direct.

Reports to: Chair of Governors

1. Ensuring that governance is carried out in accordance with the School's Articles of Association with particular reference to:
 - Size & membership of the governing body.
 - Retirement of existing governors & appointment of new governors.
 - Regularity of meetings.
 - Maintaining a record of attendance at meetings.
 - Ensuring the appointment of office-holders.
 - Ensuring that decisions are made, and recorded, in accordance with governing protocols.
 - Ensuring that the Articles of Association meet the needs of the School and advising the Governing Body of appropriate or necessary amendments.
2. Preparing, reviewing and updating additional governance protocols:
 - Identification of Committees and Working Groups.
 - Ensuring that the Terms of Reference for the Governing Body and its Committees and Working Groups are reviewed annually and kept up to date in accordance with best practice and the School's requirements.
 - Recording membership & Chairship of Committees & Working Groups.
 - Ensuring appropriate reporting structures from the Committees to the full Governing Body.
 - Ensuring that clear rules exist to determine the decision-making authority for Committees etc.
3. Ensuring for all new governors, on behalf of the Chair of Governors:
 - The necessary staffing / safer recruitment checks (in conjunction with the School's HR team).
 - Registration with Companies House as a director and the Charities Commission as a trustee.
 - Completion of appointment letter and declaration of responsibilities and all relevant forms (Declaration of Interests, HMRC Fit & Proper Person, Trustee Eligibility Declaration).
4. Induction and training of new governors.
5. Organising agreed and appropriate training for all governors and recording such training.
6. Ensuring that all governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the school. Arranging regular training and updating for governors in these areas.

7. In addition to matters of statutory compliance, ensuring compliance with Charity Commission & Companies House requirements.
8. Maintaining the School's Register of Directors and Declarations of Interest.
9. Overseeing the storage of all key governance documents and updating/circulating to Governors as required.
10. Administering an annual review of all key policies by Governors in conjunction with the Compliance Officer and Bursar.
11. Annually reviewing and keeping up to date as required by best practice all key governance documents including the Governors' Code of Conduct, Declarations of Interest etc.
12. Keeping up to date with, and sharing as appropriate with the Governing Body, all relevant regulatory changes (for example through AGBIS, ISBA, ISI, ISC, professional contacts/advisers etc).
13. Ensuring the efficient functioning of governance:
 - Communication with governors between meetings.
 - Maintaining & updating the governors' area of the School website (in conjunction with the School's Communications team).
 - Preparing & circulating meeting dates of the full Governing Body & its Committees.
 - Preparing & circulating agendas for meetings of the full Governing Body & its Committees.
 - Preparing (in conjunction with the Chairs) & circulating meeting papers.
 - Ensuring appropriate minuting of meetings & the prompt circulation of these minutes.
 - Overseeing appraisals of governance, as instructed by the Chair of the Governance Committee.
14. Working with the Chair of Governors and Chair of the Governance Committee, to ensure succession-planning for the Governing Body and maintaining an effective skillset within the Governing Body.
15. Following instructions from the Chair of Governors regarding routine appraisal of the Head and Bursar.
16. Following instructions from the Governing Body regarding processes for the appointment of the Head or Bursar when the need arises.
17. Organising and making appropriate arrangements for the establishment of any panels of the Governing Body that may from time to time be required to hear appeals or to deal with complaints or grievances (including the identification of independent members to join these panels where appropriate).
18. Maintaining full and appropriate records of all governance activity.
19. Any other duties as may reasonably be required in relation to the role.

Person Specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Excellent communicator (verbal and written) and ability to develop strong links with Governors, the Head and the Bursar
- Excellent ICT and organisational skills
- Strong attention to detail
- Ability to prioritise tasks
- Diplomacy and the ability to act with integrity, professionalism and confidentiality at all times
- Flexible and calm under pressure

Desired

- Experience of a Clerk to Governors (or similar) role in a school setting
- A legal or compliance qualification or professional background

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR & Legal, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on 6 January 2025**. **Early applications are encouraged**. Please read the Safer Recruitment Pack and Child Protection & Safeguarding Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Sally Ehlen
Bursar

Note: Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.