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| Job title | Governance Professional |
| Salary Scale | tbc |
| Hours of Work | Part time, tbc |
| Weeks Worked | Adhoc, term time only, tbc |
| Responsible to | Chair of Trustees |

Main Purpose of the Role

To oversee all aspects of governance effectiveness and compliance within the trust, ensure governance adheres to good practice and meets all statutory and regulatory requirements.

- supporting the efficient and effective operation of the trust board and its committees
- managing and coordinating the delivery and ongoing improvement of governance support across the trust

Key Responsibilities

1. Leading governance services

- work with executives, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met
- act as the lead adviser on issues relating to the governance of schools and or the trust
- writing and presenting training and briefings

2. Lead adviser for issues relating to governance of MATs

Providing advice and guidance on:

- complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them
- quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk



3. Developing governance

- keeping the board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics
- 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 Academy Trust Handbook, and in accordance with arrangements agreed by the board
- developing governing structures, particularly in relation to committee structures and the scheme of delegation, and routines across schools (hubs, locality models etc.) and monitoring effectiveness
- developing, reviewing and maintaining governance documents, such as articles of association, schemes of delegation, terms of reference, role descriptions and code of conduct
- developing record management and communication methods that are fit for purpose and maintain confidentiality
- overseeing a strategy and protocol for recruiting governors and trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation
- developing and overseeing systems for board self-evaluation and review, including commissioning of external reviews

4. Leading on compliance

Lead governance professionals manage information and documentation that clearly details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- maintaining appropriate records of trust board and academy committee membership, along with any terms of reference
- maintaining a trust policy register and advising on the policy review and approval cycle
- ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (on the trust and/or school website) and in line with statutory requirements



- supporting production of the annual report and governance statement published with the trust's annual accounts
- managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- developing trust-specific documents
- maintaining the trust's online governance portal or equivalent
- the application of policies, procedures, and relevant legislation/guidance across the trust

5. Maintaining relationships and communication

- working collaboratively and holistically with stakeholders in and outside of the organisation so that governance supports and enables the operational delivery of strategic objectives
- ensuring relevant authorities are notified of changes to membership and governance structures as appropriate
- being a role model for effective and ethical governance

6. Acting as a central point of contact

- providing advisory support to the board, advising trustees on their role, constitutional and procedural matters
- being an expert resource for clerks and the wider organisation
- responding to issues including concerns and complaints related to governance
- facilitating networks and communication between governing boards

7. Delivering wider and targeted support

- overseeing recruitment, election/appointment and induction for different governance tiers
- overseeing a CPD offer/development programme

8. Compliance monitoring across a group of schools

- maintaining a central records system to include attendance at meetings and training sessions by members, directors, trustees and governance professionals
- maintaining statutory registers
- routine reporting, such as regarding board vacancies
- ensuring different tiers of governance are properly constituted
- monitoring compliance with schemes of delegation



- ensuring systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health and safety legislation.

9. Personal development

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

Person Specification:

Knowledge

- extensive knowledge of the schools system
- extensive knowledge of governance law, structures, policy and practice in all types of state school
- awareness of current issues and thought leadership relating to the governance of schools and academy trusts
- understanding of charity law and governance in other sectors

Skills

- high level communication and IT
- interpersonal/relationship building/stakeholder engagement skills

Attributes

- personal integrity and commitment to the principles of public life
- respecting confidentiality
- agile thinker
- calm and resilient under pressure
- commitment to CPD and modelling this to others

