

Job Description

Governance Professional

This is a senior postholder appointment and the person appointed will be line managed by the Chair of Trustees. It is an all year round post. We envisage the role to require the equivalent of two days per week on average. The work tends to be unevenly spaced throughout the year and we expect the postholder will be able to spread their attention to this role throughout a working week. The leave allowance for the role is the equivalent of 5.6 weeks and this, along with working patterns would be arranged in discussion with the Chair.

Meetings are typically on Monday evenings and there are around twenty of these each year. Committee meetings all take place online. Each school's LGB and most Trust meetings are in person at the shared campus in North Finchley. There are conference facilities for trustees and governors who need to attend remotely. In addition to these meetings, there is an event in January for all trustees and governors, and this tends to alternate between being hosted on the FLT site or at Imperial College London.

Below are listed the specific requirements of the role.

- Develop an understanding of the Trust, its work and its governance personnel at all levels
- Support the effective operation of the Board, sub-committees and members in line with the Articles of Association, Scheme of Delegation and relevant legal and regulatory requirements
- Support the Chair of the Trust, the CEO and others as necessary on matters of regulation, good practice and appropriate procedures in the governance sphere
- Understand and advise on regulations regarding safeguarding, confidentiality and education
- Support the governance aspects of panel hearings on complaints, exclusions, other behaviour matters and admissions where needed
- Support other panels and investigations where they concern senior staff according to Trust policies
- Support the Trust through inspections and other accountability processes as required
- Keep orderly records via Governorhub and other means
- Prepare meeting agendas and complete accurate minutes in a timely manner
- Prepare the annual governance calendar and communicate effectively about meeting arrangements
- Track actions to completion and likewise the writing and updating of Trust policies
- Informally and formally monitor attendance and contributions to help keep trustees and governors effective, engaged and compliant
- Undertaking training and development relevant to the post.
- Undertaking any other duties as reasonably directed by the Chair and CEO.