



<b>Salary:</b>	£40,642 – 45,076 (Pay Review pending)
<b>Hours:</b>	Full time
<b>Contract:</b>	Permanent
<b>Responsible to:</b>	Chief Executive Officer and Chair of Trustee's
<b>Direct Responsibility For:</b>	Clerks to Governors
<b>Main Contacts and Relationships:</b>	<u>Internal:</u> Trust Board, Executive Directors, Headteachers and school leaders, School Governors One Trust Services, <u>External:</u> Local and National HR networks, HR providers, regional union reps

## Purpose

Provide high – quality governance support to the Board of Trustees and Board committees. Ensuring effective clerking, statutory compliance, strong governance processes and informed decision making across the Trust.

## Specific Areas of Responsibility

### 1. Clerking and Meeting Arrangement

- Clerk Trust Board, Committee and Member meetings, and provide short term cover for Academy Committee meetings if necessary
- Maintain the annual governance calendar and forward-plan all statutory and reporting deadlines
- Coordinate agendas and ensure papers are complete, quality-assured and circulated on time
- Quality assure reports to Trustees and Academy Committees, ensuring they are clear, consistent, aligned to Trust priorities, and enable effective scrutiny and decision-making
- Produce accurate minutes and track actions to ensure timely completion
- Ensure all meetings comply with legal, regulatory and Trust requirements
- Provide procedural advice to the Chair and Board during meetings
- Support effective decision-making by ensuring timely, accurate and well-structured governance processes and information

### 2. Governance Compliance and Statutory Duties

- Provide procedural advice to Trustees in line with the DfE Governance Handbook and relevant Company/Charity legislation to ensure that the Board operates in line with these and the Articles of Association and Funding Agreement.
- Offer advice on best practice in governance, including committee structures both at board and academy committee level
- Advise the Trust on best practice in relation to its scheme of delegation Maintain accurate statutory governance records, including membership, registers of interest and governance structures
- Ensure statutory documents are published on the Trust website
- Manage Companies House filings and updates
- Maintain and update the Get Information About Schools (GIAS) register
- Ensure governance documentation is managed in line with GDPR and Trust data protection policies
- Monitor governance compliance and highlight any risks or issues to the Chair and senior leaders
- Support governance aspects of risk, audit and assurance processes, ensuring appropriate oversight by the Board
- Ensure required safeguarding checks and disclosures (including DBS and Section 128) are completed and recorded on the Single Central Record

### 3. Board Membership and Governance Processes

- Manage Trustee and Member appointments, including terms of office, onboarding and renewals
- Lead a consistent induction process for all new Trustees and Members and Academy Committees
- Maintain training records and ensure all Trustees complete mandatory and recommended training

- Support succession planning with the Chair of Trustees
- Register Trustee attendance and advise on any potential disqualification in line with governance requirements

#### 4. Governance Systems, Policies and Assurance

- Maintain the Trust policy register and manage review and approval cycles
- Ensure governance documents (including Scheme of Delegation, Code of Conduct and governance statements) remain accurate, consistent and accessible
- Support the effective implementation of the Scheme of Delegation across all governance tiers
- Manage the Trust's governance portal and user permissions
- Manage governance systems and platforms (e.g. GovernorHub, SharePoint), including document control and user access
- Ensure effective information flow between Members, Trustees and Academy Committees
- Lead on self-evaluation and continuous improvement of governance and co-ordinate external reviews of governance, including administration and liaison with reviewers
- Monitor and track progress against agreed action plans, reporting updates to senior leaders and the Board
- Support the onboarding of new schools into the Trust
- Oversee the Trust's Complaints Policy, including monitoring implementation across academies, ensuring compliance with statutory requirements, and coordinating training for leaders and governors to support effective handling of complaints
- Develop and maintain a standardised approach to Link Governor visits, including templates, guidance and expectations
- Monitor the quality and consistency of Link Governor visit reports, ensuring they provide meaningful assurance to the Board
- Coordinate and deliver training for Governors on effective Link Governor practice
- Support the Board in triangulating information from reports, Link Governor visits and other assurance activities to strengthen oversight and accountability

#### 5. People and Relationships

- Build effective working relationships with the Chair, Trustees and executive leaders
- Support and oversee clerking arrangements at Academy Committee level ensuring a consistent level of service
- Provide guidance and support to Academy Committee clerks where required
- Assist in coordinating training and development opportunities for Trustees
- Work closely with the Education Director to ensure alignment between governance processes and school improvement priorities
- Support the effective flow of educational performance information to the Board, ensuring clarity, consistency and strategic focus

#### 6. Additional Responsibilities

- Clerk statutory panels and appeal committees as required.
- Prepare briefing papers and governance reports .
- Support governance-related aspects of recruitment processes where appropriate.
- Maintain governance records and archive materials.
- Undertake other duties appropriate to the role as required.

#### 7. Personal Development

- Undertake training and development to maintain knowledge and improve practice.
- Keep up to date with developments in education and governance requirements.
- Participate in the Trust's performance development processes.

#### 8. Support for the Trust

All employees are expected to:

- Support the aims, values and ethos of the Trust.
- Work collaboratively and contribute to a team approach.
- Attend relevant meetings and training, including INSET.
- Safeguard and promote the welfare of children.
- Promote inclusion, improvement and positive change.
- Comply with Health and Safety requirements.

#### 9. Special Features

- Flexibility required to attend evening Board and Committee meetings.
- The role requires a working pattern flexibility to accommodate evening Board and Committee meetings within the overall contracted working hours. During school holidays it is envisaged that an element of working will still be required – to cover any urgent matters and to prepare future materials. However, it is envisaged that the role could at these times be undertaken on a more part-time basis which will be reflected in the contractual working pattern on offer.
- Working patterns may vary in line with governance cycles.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.