

Northern Education Trust – Job Description

Job Title:	Director of Governance	JE Reference:	JE409
Base:	Central Team/North Shore Academy		
Reports to:	Chair of the Board and the Chief Executive Officer (matrix management)	Grade:	Grade 11
Service responsibility:	Governance	Salary:	SCP 52 – 54 (£70,412 - £74,566 FTE)
Additional:	Some travel may be required.	Term:	Permanent, 37 hours per week, whole time

JOB PURPOSE

- The director of governance plays a crucial role in designing and implementing a governance model that adds value and serves the needs of the trust, allowing for well-informed and effective decision making, accountability to all stakeholders and ethical practice.

JOB SUMMARY

Professional advisory role:

- Serve as the first point of contact for any business relating to the board, committees and members.
- Advise the board on the legal and regulatory framework for governance, including charity and company law, the Academy Trust Handbook and the trust's articles of association and funding agreements.
- Advise trustees, members and committee chairs on terms of reference, policy and procedural matters, statutory guidance, and best practice in governance, before, during and after meetings.
- Promote awareness amongst trustees and senior executive leadership of assurance frameworks and other integrated processes of organisational control and risk management.
- Identify governance priorities and related risks, anticipate and drawing the chair's attention to matters that may arise and propose recommended actions.
- Know where and when to access appropriate external legal advice and support.

Board composition, appointments and effectiveness:

- Ensure that the board and committees are properly constituted with appropriate terms of reference.
- Work closely with the board chair and members to ensure an appropriate mix of skills on the board.
- Lead on board recruitment with the board chair, with an emphasis on attracting high calibre candidates who bring diversity of thought and perspective and are as reflective of the trust's communities as possible.
- Manage new appointments and oversight of the re-appointment and retirement of board members in accordance with the articles of association.

- Take primary responsibility for a detailed and thorough induction programme for new trustees, including arranging sessions with senior executive leaders, providing quality induction materials, ensuring they have access to appropriate documents, including the Academy Trust Governance Code and any internal codes of conduct, and identifying and providing training where required.
- Support the board chair with succession planning, developing and implementing regular collective and individual trustee evaluation activities to assess board effectiveness and inform next steps.

Compliance and good governance:

- Lead on identifying, recording, managing and disclosing declarations of interests and potential related party transactions.
- Advise the board on best practice in relation to its scheme of delegation for governance.
- Manage and maintain the trust's board assurance framework and ensure it is used as a vehicle to drive assurance, especially in key regulatory areas.
- Lead on regular communication with members to ensure they have effective oversight of the board's decisions, activities and impact.
- Ensure that trust-wide policies are in place, subject to an appropriate review process and published on the website where necessary.
- Hold executive policy authors to account for good practice in policy drafting and administration.

Clerking and administrative support:

- Advise on the annual programme of work for the board, supporting the efficient flow of information and decisions, including preparation of agendas and distribution of board reports.
- Take minutes of board meetings and ensure follow through on action points and matters arising from previous meetings.
- Maintain up-to-date records for the board and committees and ensure that papers and minutes are well organised and readily accessible.
- Ensure that trustee and member information published on the Get Information About Schools, Companies House, and the trust's own websites is accurate and up to date.
- Maintain meeting attendance records and ensure these are published on the website(s) on an annual basis.
- Facilitate coordinated trustee visits to schools and tracking and documenting post-visit feedback.

Company secretarial responsibilities

- Ensure that the trust's company secretarial responsibilities are undertaken in accordance with Companies House statutory guidance, including statutory filings within prescribed deadlines, maintaining company and trustee documentation and records management.
- As required for projects, lead on significant change applications and liaison with the DfE on deeds of variation and changes to funding agreements.
- Assist on transfers of academies into the trust and their dissolution or mergers with other trusts.

Local governance:

- Ensure each school has an effective and representative local committee, constituted in a manner that is consistent with the articles of association and the scheme of delegation.

Monitoring and continually improving:

- relationships with local committee chairs to facilitate engagement.
- the effectiveness of local committees to provide intervention where necessary.
- the design and implementation of annual agenda cycles and supporting documentation.
- the design and delivery of induction and training for local committee members.
- the flow of information between the layers of governance, including the effective implementation of a two-way communication loop to ensure local understanding of trust strategy and trust understanding of local issues.
- processes for escalating matters requiring investigation and/or panel review (complaints, suspensions, and exclusions) to ensure they are efficiently and effectively arranged and clerked, in line with statutory guidance.
- Line manage the communications and local academy council governance officer.

Data Protection/GDPR

- Line manage the data protection officer, setting objectives and supporting workload, development and performance.
- Lead the trust's information governance framework, including policies, records management and retention schedules.
- To adhere to GDPR and data protection regulations, whilst maintaining confidentiality.

Safeguarding

- To follow all safeguarding and child protection policies and procedures.

General

- To participate in wider trust meetings and working groups as required
- Line manage nominated staff, carrying out their appraisal and ensuring performance is of a high standard.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:

This job description was first drafted on 07/10/26