

Trust Governance Professional- Job Description

Please note, the term governors includes all members of the non-executive function of the Trust: Trustees, Committee Members and School Based Governors

Main Purpose of the Role

1. Contribute to the Trust Governance function through the provision of effective administrative support to Trust committees, primarily local governing committees (LGC).
2. Manage all LGC information effectively and in accordance with legal and Trust schemes of delegation requirements.
3. Access and provide to the Governors information and guidance on constitutional and procedural matters as necessary.
4. Develop and share expertise as an active member of the Palladian Governance Team.
5. Develop key working relationships with LGC Chairs and Headteacher.

2. Responsibilities and Tasks:

1. Information and Guidance for Governors:

- 1.1. Act as a first point of contact for Governors when there are queries on procedural matters and when necessary seek advice and guidance from the Trust Governance Lead and Governance Co-ordinator, other Central Team Staff or from national information sources. Provide such advice and guidance to Governors.
- 1.2. In partnership with the Trust Governance Lead, ensure all committee members are aware of any changes to their responsibilities that result from relevant legislation.
- 1.3. Advise the LGC in terms of managing any conflicts of interest appropriately including ensuring that all Governors complete and sign the annual Register of Interests (see 4.4).
- 1.4. Under the direction and support of the Governance Lead and other Executive Leaders, ensure that Trust policy processes for managing statutory policies are followed to ensure compliance
- 1.5 Facilitate communication and appropriate information sharing between the Local and Trust-wide aspects of governance

2. Committee Meeting Professional Support

- 2.1. Support and facilitate the preparation and communication of the annual calendar of Trust Board and committee meetings and other activities.
- 2.2. Support and facilitate the effective administration of meetings. Work with the Chair of the Committee and Lead Executive to prepare a focussed agenda for each meeting.
- 2.3. Liaise with those preparing papers to ensure they are available on time and distribute the agenda and papers at least 7 days before the date of the meeting.
- 2.4. Ensure that meetings are quorate, advising the Chair and Lead Executive if there is a risk of the meeting being non-quorate.
- 2.5. Keep an accurate register of attendance at meetings and of apologies received. Take appropriate action in relation to absences – e.g. advising an absent Governor of the date and time of the next meeting and forwarding any information that has been tabled at the last meeting.

2.6. Minutes of Meetings:

- 2.6.1. Draft minutes of the meetings in the agreed format of the Trust, including information about agreed actions, timescales and names of those responsible for taking those actions.
- 2.6.2. Send drafts of those minutes to the Chair and Lead Executive for review.
- 2.6.3. Circulate the revised draft to all Governors within the timescales agreed.
- 2.6.4. Follow up action points with those responsible and inform the Chair of progress.

3. Appointment and Induction of new Governors

- 3.1. Support and oversee the recruitment, appointment and induction of new Governors, providing them with induction documentation.
- 3.2. Ensure safeguarding checks for Governors are carried out according to procedures as required.

4. Record Keeping:

- 4.1. Maintain accurate records of names, addresses and contact details for all Governors and advise the Chair, Headteacher and Governance Lead of any change to membership.
- 4.2. Keep records of membership terms of office, expiry dates (normally 4 years) and advise the Trust, Chair and Head teacher at least 3 months in advance of the expiry of a Governor's term of office.
- 4.3. Retain resignation/appointment letters ensuring anything of this nature is recorded in the minutes of the meeting where it was discussed.
- 4.4. Maintain Governors' Register of Interests (this to include Business, Pecuniary, Family, Director and Governor). Ensure this is reviewed annually and retained within the Academy and included on the website.
- 4.5. Maintain Governor meeting attendance records and advise the Chair of any potential disqualification through lack of attendance.
- 4.6. Maintain records of nominated Governor Responsibilities.
- 4.7. Maintain signed and dated records of Governing Body minutes and papers and ensure they are maintained within the Academy. Ensure copies are sent to relevant bodies on request and that they are published according to current MAT policies.

5. Personal Development:

- 5.1. Undertake regular training and development to maintain and grow personal knowledge and skills and improve practice.
- 5.2. Keep up-to-date appropriate to the role with current educational developments and legislation affecting the Governance of Academies within a Multi Academy Trust (MAT).
- 5.3. Participate in regular performance management and make positive contribution to the development of the Clerking service for The Palladian Academy Trust.

6. Additional Tasks - The Clerk may be asked to undertake the following (after appropriate training where necessary):

- 6.1. Participate and contribute to the training and development of Governors in areas appropriate to the clerking role.
- 6.2. Maintain files of relevant DfE guidance documents.
- 6.3. Prepare briefing documents if required.

6.4. Process skills audit information.

6.5. Support the LGC in accessing appropriate training and developing their skills and maintaining records of training undertaken

6.6. Perform such other tasks as may be reasonably determined by the Governors

7. Organisation Chart

