

Salary:	£37,035 - £39,513 depending upon experience (Grade H points 27-30 on the NJC pay scale). Salary will be pro rata to reflect annualised hours.
Responsible to:	FCAT Chief Operating Officer
Responsible for:	Governance Administrators
Date of Job Description:	January 2025

Purpose of the Role:

As a member of the Trust's Central Services Team, responsible for managing, developing and ensuring the delivery of a high quality, professional Governance Service for the Fylde Coast Academy Trust (FCAT). Ensuring that the service remains effective, efficient and responsive to statutory and Trust requirements.

Main Tasks and Responsibilities

Governance Services

1. Organise and develop the timetable and clerking for FCAT's governance meetings across the year. Ensure that the Trust's meetings are recorded in a timely and accurate fashion and in compliance with relevant statutory and regulatory requirements
2. Clerk FCAT Central governance meetings including members, trustees and trustee sub-committees.
3. Meet with the Chair of Trustees, Chief Executive Officer (CEO) and Chief Operating Officer (COO) on a regular basis to discuss governance matters and to ensure the service continues to effectively meet the needs of the Trust.
4. Work successfully with the Trust and local governing bodies to help develop a purposeful agenda structure for all FCAT governance meetings across the year which supports the fulfilment of statutory responsibilities and is focused on school improvement.
5. To establish and maintain effective working relationships with Headteachers influencing appropriate governance policy and practice.

6. Assist the Trust CEO and COO with the development and review of governance policies, documents and procedures in accordance with legislative requirements and best practice.
7. Monitor statutory requirements including but not limited to Ofsted, DfE and ESFA to ensure governance information on the FCAT website and all academy websites is kept up to date and that all academies and the Trust are working in accordance with legislation and Trust policies and procedures. Provide advice and support where areas for development are identified through the audit process.
8. Provide an effective and compliant service for the appointment of Members, Trustees, and Governors ensuring compliance with Safer Recruitment legislation prior to their start.
9. Oversee and publish skills audit returns from governors and trustees.
10. With the support of the trust; develop training for governors and trustees based on the skills audit and statutory requirements. This may include arranging training as well as personally delivering training.
11. Manage and maintain GovernorHub FCAT's system for storing and circulating governance documents and ensure details are kept accurate, up to date and complete.
12. Ensure return of declaration of interest forms from governors and directors and publication of each academy council's and Directors' Register of Business Interests on an annual basis.
13. Ensure that governance records, controls, databases and public information (including GIAS and the Trust websites) are statutory and regulatory compliant, and effective for Trust use.
14. Oversee Trustee and Governor Conduct supporting any queries that arise and the management of any investigations.
15. Lead on the implementation of Standard Operating Procedures for Exclusion Appeal Panels and Complaints Panels. Ensuring meetings are to statutory and regulatory requirements and meet high professional standards; seeking any senior advice and guidance where needed.
16. Keep up to date with current legislation and development which impacts on educational governance and provide proactive, regular communication to the Trust and governors of updates and opportunities within the area of governance.

17. Be the first point of contact for Headteachers in respect of the administration and process for pupil exclusion review meetings. Work with academy staff to arrange and provide clerking services for pupil exclusion review meetings.
18. Provide professional, expert and up to date advice on governance to FCAT colleagues and governors as required.

Line Management

1. Day to day line management of the Governance Administrators within the Governance team to ensure each LGB and central governance meeting receives an appropriate clerking service i.e. development of agendas and supporting papers, collation and circulation of documents in advance of meetings and provision of minutes for meetings.
2. In line managing the team, provide regular and appropriate feedback to Governance Administrators on work as well as undertaking performance management and delivering training to the team. To carry out attendance management, as well as any management under other HR policies and procedures where required.
3. To undertake in conjunction with the COO the recruitment selection and induction within the Governance team as required.

Other Tasks and Responsibilities

1. To work flexibly to accommodate meetings with early or late start/finish times as required.
2. To act in accordance with FCAT's policies and procedures.
3. To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
4. To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
5. To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
6. Any other tasks and responsibilities reasonably appropriate to this post and grade