

TONBRIDGE GRAMMAR SCHOOL PROFILE

Job Title:	Governance Professional
Job Holder:	
Line Managed By:	Chair of Trustees
Hours:	10 hours per week annualised 39 weeks (term-time only)
Salary:	Pro rata of TGS Support Staff Range 3 (£22,400 – £23,424) Actual £5,178-£5,415 incl 5.6 weeks holiday pay
<p>Job Purpose</p> <p>Provide advice and guidance to the Trust Board, and the Member Board, on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of the Trust Board and its committees by providing:</p> <ul style="list-style-type: none"> • Administrative and organisational support • Guidance to ensure that the Board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences of non-compliance; and • Advice on procedural matters relating to the operation of the Board. 	
<p>Specific Duties and Responsibilities</p> <p>1 Provide advice to the Board</p> <ul style="list-style-type: none"> • Advise the Trust Board on its core functions and Department for Education governance guidance, including the Governance Handbooks and Competency Framework for Governance; • Advise the Trust Board on governance legislation and procedural matters where necessary before, during and after meetings; • Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust Board; • Inform the Trust Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation; • Advise the Trust Board on the regulatory framework for governance (Company Law, Charity law, Articles of Association and Funding Agreement and Academy Trust Handbook); • Offer advice on best practice in governance, including on committee structures both at board and academy level; • Advise the Trust Board on best practice in relation to its scheme of delegation for governance; • Ensure that statutory policies are in place, and that staff revise these when necessary; • Advise on the annual calendar of Trust Board meetings and tasks; • Involvement in Trustee recruitment including Parent Trustee Election processes; • Send new Trustees induction materials and ensure they have access to appropriate 	

documents, including any agreed Code of Conduct;

- Contribute to the induction of Trustees taking on new roles, in particular Chair of the Board or Chair of a committee;
- Identify priorities and anticipate issues which may arise and draw these matters to the Chair's attention with proposed recommendations;
- Manage the collation of a skills audit leading to the production of a training and development plan for Trustees;
- Management of any Head Teacher recruitment.

2 Effective administration of meetings

- Establish annually a full timetable of board and committee meetings for agreement;
- With the Chair and relevant member of SG, prepare a focussed agenda for the Trust Board and committee meetings;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association;
- Record the attendance of Trustees at meetings (and any apologies whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent Trustees of the date of the next meeting;
- Ensure meetings are quorate;
- Attend meetings and take accurate notes;
- Work in tandem with the chair, supporting and challenging to ensure the board focuses on strategic rather than operational decisions and flagging up where the boards is overstepping or deviating from its role;
- Provide guidance to the chair and board to help them identify the information they require and the questions they should ask of senior leaders;
- Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (unless advised otherwise by the Trust Board) the Head Teacher within 10 school days;
- Circulate the reviewed draft to all Trustees/members of the committee and other relevant board, as agreed by the Trust Board, and within 10 school days of chair approval;
- Ensure that approved minutes are available for inspection by the public;
- Ensure that any confidential minutes are stored appropriately;
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

3 Trust Membership

- Management of Trust Board membership and submission of records to the relevant authorities and organisations;
- Alert the person responsible in the school for GIAS and or Companies House of any required membership changes;
- Ensure the register of business interests is up to date;
- Manage website and GDPR audits;
- Advise Trustees and appointing bodies in advance of the expiry of a Trustee's term of office and the impact of this on the Board capacity and skills mix;
- Advise the Trust Board on the DfE's recommendations and guidance in relation to Members and Trustees;
- Establish, in discussion with the Trust Board, open and transparent vacancy filling processes and procedures for elections and appointments so that such

appointments can be made in a timely manner;

- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections;
- Collate and maintain information about Trustees such as any pecuniary interests and publish this information on the school's website;
- Ensure Disclosures and Barring (DBS) processes are completed on any Trustee when it is appropriate to do so;
- Maintain a record of training undertaken by members of the Trust Board;
- Maintain Trustee meeting attendance records and advise the Chair of potential disqualification through lack of attendance;
- Advise the Trust Board on succession planning (of all roles, not just the Chair)
- Act as first point of contact for trustees with queries on procedural matters.

4 Member meetings

- With the Chair, prepare a schedule of annual Member meetings, including the AGM, and a focussed agenda for each including any proxy arrangements;
- Ensure papers are available on time, and distribute the agenda and papers as required by legislation or the articles of association;
- Ensure meetings are quorate;
- Attend meetings and take accurate notes;
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (unless advised otherwise by the Trust Board) the Head Teacher within 10 school days;
- Circulate the reviewed draft to Members within 10 school days of chair approval;
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

5 Manage information

- Maintain up to date records of the names, addresses and category of Trust Board members and their term of office, and inform the Trust Board and any other relevant authorities of any changes to its membership;
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustees eg SEND;
- Maintain a record of approved minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Produce statutory Policy Review Schedule and implementation of new policies;
- Ensure copies of statutory policies and other school documents approved by the Trust Board are kept in the school and published as agreed, eg on the website;
- Manage the flow of information from Trust Board to committees and vice versa;

6 People and relationships

- Develop and maintain effective professional working relationships with the Chair, the Trust board and executive leaders;
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

7 Personal development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;

- Keep up-to-date with current educational developments and legislation affecting school governance;
- Participate in regular performance management.

8 Additional services

- Clerk any statutory appeal committees/panels the Trust Board is required to convene and maintain a file of relevant Department for Education and local authority guidance documents;
- Maintain archive materials;
- Prepare briefing papers for the Trust Board as necessary;
- Perform such other tasks as may be determined by the Trust Board or Head Teacher from time to time.

Knowledge & Skills

The Governance Professional should demonstrate knowledge and understanding of:

- Microsoft Office 365 – especially Teams, SharePoint, Word and Excel
- The Academy Trust Handbook
- The Clerking Competency Framework

Professional Standards:

It is important to recognise that Tonbridge Grammar School staff must maintain professional standards at all times and to recognise that they are role models for the students in many respects.

Such professional standards would include:

- To set a high standard of dress and enforce uniform and dress code in line with school policy;
- Punctuality: this is expected in all aspects of work;
- Duty of Care: keeping our students safe and acting in the child's best interest at all times;
- A position of trust, being seen to be demonstrably fair, even-handed and consistent in dealing with issues that arise between members of the School community;
- Propriety and behaviour: all staff members are expected to adopt high standards of personal conduct;
- Taking good care of the fabric of the School;
- Being aware of and carrying out the Acceptable Use of ICT guidelines when using the School network;
- Engaging in on-going professional development, in-school training, regular peer observation, and external courses (as appropriate).

Personal Qualities

Self awareness

Emotional self awareness
Accurate self assessment

Social Awareness

Empathy
Organisational awareness
Forward thinking
Service awareness

Self management

Emotional self control
 Achievement orientation
 Initiative
 Optimism
 Discretion/confidentiality

Relationship management

Developing others
 Conflict management
 Team work and collaboration

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job profile.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Head Teacher..... Date.....

Signed by Post Holder..... Date.....