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| <b>Name:</b>            | -   |
| <b>Job Description:</b> | - Governance Professional   |
| <b>Scale:</b>           | - Grade H   |
| <b>Hours:</b>           | - 5 hours per week (39 weeks per year)  |
| <b>Responsible to:</b>  | - Chair of Trustees   |
| <b>Job Purpose:</b>     | - Responsible for overseeing all aspects of governance effectiveness and compliance within the Single Academy Trust |

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## JOB PURPOSE

To oversee all aspects of governance effectiveness and compliance within the trust by supporting the efficient and effective operation of the Trust Board and its committees, ensuring governance adheres to good practice and meets all statutory and regulatory requirements.

## RESPONSIBILITIES

- Establish procedures for sound governance and ensure governance at all levels is carrying out its functions
- Lead on the development of the Trust's governance framework and drive improvements to its systems, processes and structures
- Manage and coordinate the delivery and ongoing improvement of governance support across the Trust, advising on best practice in academy trust governance, particularly in relation to committee structures and the scheme of delegation
- Keep abreast of and ensure compliance with current education legislation, funding agreements, charity legislation, company law and other relevant legislation and regulations
- Provide advice to the Trust Board. This will include core functions and DfE governance advice, including the Governance Handbooks and Competency Framework for Governance
- 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
- Review the academy's articles of association, proposing and implementing changes as appropriate
- Ensure that statutory policies are in place, and that these are revised when necessary. Provide advice on the application of policies, procedures and relevant legislation/guidance across the trust
- Provide advice on the respective roles of members, trustees and academy committee members as required, including their duty to maintain the highest professional standards of conduct and ethics
- Produce the annual calendar for the Trust Board
- Ensure new Members and Trustees receive induction materials and complete the necessary checks. Ensure they have access to appropriate documents, including the agreed Code of Conduct.
- Identify priorities, anticipate issues which may arise and draw these matters to the Chair's attention and propose recommendations
- Manage and support pupil exclusions, and staff appeal panels i.e., complaints/capability
- Provide advice on the risk management process and framework
- Ensure systems and controls are in place to comply with obligations under data protection legislation, safeguarding guidelines and health and safety legislation
- Be the main point of contact for all external correspondence and requests

## **Effective Administration of Meetings**

- Lead on arranging meetings whether face to face or virtually and electronic diary management
- Ensure board meetings and committee meetings are efficient and effective and properly recorded, keeping the board focussed on its core strategic priorities whilst ensuring all meetings are inclusive and well structured
- Satisfy all aspects of meeting compliance as stipulated in the Trust's articles of association, the Academies Financial Handbook, Company Law and Charity Commission guidance, and in accordance with arrangements agreed by the Board of Trustees
- Maintain confidentiality and the security of information and documents as required
- With the Chair, set the cycle of Trust Board and committee meetings and prepare a focused agenda for each of the 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 as stated in the articles of association
- Ensure meetings are quorate and properly constituted
- Record the attendance of Members, Trustees and committee members at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising those absent of the date of the next meeting
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and relevant leader
- Circulate the reviewed draft to the relevant people
- Follow-up any agreed action points with those responsible and inform the Chair of progress
- Support the smooth running of these meetings with booking rooms and refreshments

## **Membership**

- Advise in advance of the expiry of a Trustee term of office and the impact this may have, advise on succession planning
- Notify relevant authorities of any changes to membership
- Advise the Board on the DfE's recommendations and guidance in relation to Members and Trustees
- Establish, in discussion with the Board, effective and inclusive recruitment processes and procedures which promote diversity, so elections or appointments can be organised 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 Business or Pecuniary Interests and where required publish this information on the Trust's website
- Ensure the necessary checks (such as Disclosure and Barring - DBS) have been carried out on any Trustee/Member when it is appropriate to do so
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development
- Coordinate a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing

## **Information Management**

- Maintain a record of attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals and advise the Chair of potential disqualification through lack of attendance
- Ensure that the Governance page on the TGGS website is kept up to date and compliant
- Maintain up to date records of the names, addresses and category of Trustee and their term of office, and inform the Board and any relevant authorities of any changes to its membership

- Maintain copies of current terms of reference and membership of any committees and working parties
- Maintain a record of signed minutes, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of Trust Board correspondence
- Manage the flow of information from the Board to committees and vice versa, maintaining an up-to-date record of academy committee business
- Produce and maintain a governance yearly planner in advance
- Maintain a trust policy register and advise on the policy review and approval cycle
- Ensure copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed and in line with statutory requirements
- Ensure that governance-specific risks are included in the Trust's risk register
- Support production of the annual report and governance statement published with the Trust's annual accounts
- developing Trust-specific documents such as a governance code of conduct and skills matrix

### **People and Relationships**

- Develop and maintain effective professional working relationships with the Chair, the Trust, the Headteacher, all members of the TGGs team and external professionals so that governance supports and enables the operational delivery of strategic objectives.
- Maintain effective communications with relevant stakeholders

### **Personal Development**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting academy governance
- Participate in regular performance management
- Liaise with relevant professional organisations and networks

### **OTHER RESPONSIBILITIES**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education and Prevent) and TGGs safeguarding and child protection policies including the recording and reporting as per the policy and procedures of the Trust
- Promote the safeguarding of all pupils in the school

### **REVIEW OF DUTIES**

Please note this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

Signed: ..... Date: .....