

## **JOB DESCRIPTION**

**Job Title:** Head of Governance & Compliance

**Salary:** Grade 5

**Purpose of Job Role:**

- To act as the Company Secretary and be the Trust's adviser and professional lead on all matters related to governance, including appeal panels (admissions, permanent exclusions etc).
- To be appointed Clerk to the Trust Board, in line with the guidance in "Academy Trust Governance – structures and role descriptors" DfE (2020), "Clerking Competency Framework" DfE (2017) and any additional requirements as set out in the annual ESFA Academy Trust Handbook.
- To ensure the smooth operation and development of the Trust's governance structure.
- To ensure Trust compliance with all relevant governance-related legislation and regulations
- To lead on governance communications, development and board evaluation to enable TDMAT to exemplify best practice in charity and multi academy trust governance.
- To undertake the role of Data Protection Officer for the Trust

**Duties and Responsibilities:**

**Governance framework**

- Lead on the effective implementation and alignment of high-level governance-related organisational planning and governance activities
- Ensure fulfilment of statutory governance requirements for the Trust including filings, returns, resolutions and maintenance of records and registers with relevant regulators
- Support the annual review of TDMAT's Scheme of Delegation to ensure delegations comply with all relevant statute, as well as reflecting realities of responsibilities throughout the organisation
- Bring together annual agenda planners for Boards and sub committees ensuring alignment with Articles of Association, Scheme of Delegation, Funding Agreements and requirements from regulators such as the ESFA and DfE.
- Schedule all meetings to fall at strategic times during the year to enable in-depth consideration of agreed agenda items and efficient flow of information and decisions through governance structure
- Translate business calendars into standing agendas, board report templates and agenda item briefings
- Develop and promote reporting arrangements between different entities within the group
- Ensure that governance records, controls, databases and public information (including websites) are statutory and regulatory compliant, and effective for Trust use



### **Trustee board and committee support**

- Shape agendas and forward-planning for board and committee meetings, including following through on action points and agenda items arising from previous meetings
- Deliver high-quality papers and reports in a timely manner in conjunction with the Trust's senior team to enable Trustees and committee members to fulfil their responsibilities
- Ensure smooth meeting delivery, including taking and circulating minutes
- To contribute to the preparation, publication, distribution and presentation of the Trust's annual report
- Provide ongoing support and communications to the Trust Board as appropriate

### **Board and Committee recruitment and induction/Succession Planning**

- Lead on the recruitment of Trustees and Governors ensuring a rigorous recruitment process is deployed
- Develop and implement a governor induction journey and all relevant resources/ training materials in order to ensure Trustees/Governors are supported into role
- Liaise with the Chair, CEO to ensure a robust succession planning process is in place

### **Board and committee training, development and evaluation**

- Ensure Trustee/Governors receive all training and development opportunities necessary to ensure strong Board performance including briefings on compliance requirements
- Implement an annual training plan
- Work with the Chair and CEO to plan and organise an annual Strategy Day for all Trustees/Governors
- Support board evaluation including external governance reviews and individual Trustee appraisal processes to encourage continual culture of self-reflection

### **Compliance, regulation and risk**

- Ensure compliance across all entities within the Trust with relevant governance-related regulators including Charity Commission, Companies House and Master Funding Agreement
- Assist with ensuring compliance with all non-finance aspects of the Academy Trust Handbook.
- Work with the Chief Finance and Operating Officer to ensure the Trust's risk register is regularly updated and continually monitored
- Responsible for the Trust's policy management process, ensuring the Trust remains compliant across all schools and that policies are reviewed/approved by Trustees/Governors in a timely manner



- Maintain the Trust Complaints Register
- To undertake the role of Data Protection Officer for the Trust

#### **Governance benchmarking and best practice**

- Carry out ongoing research on evolving charity and multi-academy Trust governance environment, to ensure fulfilment of all obligations and movement towards best practice
- Support improvement in the governance and assurance framework including the design and implementation of initiatives which will further the overall work of Trust governance
- Communicate with internal and external colleagues to promote good governance within the Trust schools including Local Governing Body reviews

#### **Executive duties to the Chief Executive Officer**

- To offer high-quality administrative support
- To ensure a professional image of the CEO's office is portrayed to external and internal stakeholders at all times and the THINK values are reflected in all documentation produced
- To act as a confidential sounding board for the CEO
- Liaise with members of the Central Services Team, Principals and Headteachers as required
- To network for the benefit of the Trust

#### **Other**

- Recruit, line manage, mentor and support clerks to the Trust's local governing bodies
- Commit to ongoing personal development
- Undertake other tasks as directed by the Chair of Trustees or the Chief Executive Officer
- This post is subject to an enhanced Disclosure and Barring Service check

#### **Working week/pattern (time off in lieu)**

- 36.5 hours + banked hours
- Weekly hours variable according to Trustee board meetings schedule.
- Attendance at all evening events to be prioritised.
- Time off in lieu for excess banked hours to be agreed with the CFOO and to be taken in line with
- school policy.

**Team/s:** Central Trust Team

**Responsible to:** The post-holder will report to both the Chair of Trustees and the Chief Finance and Operating Officer (CFOO). The CFOO will be the line manager on all day-to-day matters related to executive business and administrative duties and in the application of Trust employment policies

**Responsible for:** Clerks to local governing bodies



By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

**Job description issued after consultation**

**Signature of the Principal**.....

**Date** .....

**Copy received by**

**Signature of the Post holder**.....

**Date** .....

