



St Joseph

Catholic Multi Academy Trust

SJCMAT JOB DESCRIPTION

AREA/SECTION:	SJCMAT Central Team	DATE PREPARED:	May 2024
JOB TITLE:	Head of Governance	EVALUATION DATE:	May 2024
SALARY:	Competitive		
REPORTING TO:	Director of People and Operations	LINE MANAGEMENT OF:	Governance Professional

ABOUT THE POST:

The Trust Head of Governance is responsible for overseeing all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements.

ROLE PURPOSE

To ensure high quality governance and assurance activities are in place across the Trust, bringing this important area of operations up to high standards alongside other professional business services.

To ensure effective administration and organisation is in place to underpin the Trust's governance structures, ensuring we have a coordinated and strategic approach to working with and aligning all the key areas of governance.

To manage the Clerks of local governing bodies and act as Company Secretary for the Trust.

PRINCIPLE RESPONSIBILITIES

Business administration and Trust Governance Structures:

- Ensure compliance for maintenance of information on the membership of the Board of Trustees, the members and the school Governing Bodies, in accordance with legal requirements.
- Maintain current understanding of the statutory requirements of Trust governance in order to give effective and timely advice to the Board of Trustees and the school Governing Bodies on procedural and legislative matters, ensuring correct procedures are followed at all times.
- Create a professional focus to the work of the Board and the associated committee structures.
- Work with the central team to develop and deploy a robust strategy for the recruitment, induction and succession for all members of the governance structure of the Trust.
- Provide line management to the clerks of the individual school Governing Bodies and promote the sharing of best practice.
- Review and develop the scheme of delegation and other key documents in liaison with the Board and Scrutiny Committees to ensure governance structures remain clear and effective.

- Ensure governance and management processes across the organisation are coordinated, liaising to plan agendas and support effective decision making.
- Liaise with the Clerk network to ensure the Board and its committees are provided with necessary information and supported in executing on its remit as outlined in the constitutional documents.
- Oversee administrative aspects related to trustees and members, taking minutes and meetings and ensuring these proceed in accordance with both statutory and operational requirements.
- Draft any documentation for the Executive or Board as required in conjunction with the Executive.
- Support the production of key corporate publications, including the Annual Report and Accounts.
- Support with other governance responsibilities as required.

Compliance:

- Scope the annual internal audit programme in conjunction with the CFOO and recommend to the Audit and Risk Committee.
- Lead procurement of external audits.
- Support the internal scrutiny programme, ensuring all reports are provided to the Audit & Risk Committee for consideration and findings are incorporated into risk registers and onto the action tracker as appropriate.
- Oversee policy management and maintenance to ensure best practice and compliance with all statutory requirements; ensuring Trust and school web sites are compliant.
- Provide executive with updates on compliance and the regulatory environment and any actions required.
- Manage the complaints procedure in accordance with the Trust complaints policy acting and lead on managing compliant investigations.
- Lead on subject access and freedom of information requests.
- Responsible for ensuring Trust compliance with GDPR.
- Advise on GDPR aspects relating to policies and processes.
- Undertake annual audit of GDPR compliance.
- Lead on the development and implementation of GDPR training
- Undertake Data Protection Information Audits.

Line Management:

- Line Management of the Governance Professional and Clerks

Evaluation and Development:

- Coordinating the design and review of professional development plans for the chair of Trustees and committee chairs (including academy committee chairs).
- Coordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing.
- Coordinating annual completion of the school resource management self-assessment tool.
- Supporting the commissioning of external reviews of governance.
- Developing and implementing a training programme for those governing.

People and Relationships:

- Working collaboratively with other key Trust functions including senior leadership so that governance supports and enables the operational delivery of strategic objectives.
- Working closely with the Chair of the Board, Committee chairs and Local Governing Bodies to ensure strong links with all parties.
- Maintaining effective communications with relevant stakeholders such as the Diocese.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.

General / Other:

- Follow all of the Trust's policies and procedures relating to legislative and statutory requirements, including on Health and Safety and Safeguarding, including those required by Company education and charity law, Data Protection, and funding agreements.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend meetings within the trust and external events as required
- To maintain constructive relationships and communicate with other agencies/professionals/parents and pupils.
- To recognise own strengths and areas of expertise and use these to support.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Promote a safe and healthy environment for pupils, staff, and visitors.
- Other duties commensurate with the grade of the post as directed by the trust CEO or Director of People and Operations.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the trust.