



Job Description

TLT Lead Governance Professional

Role:	TLT Lead Governance Professional
Location:	One of the Trust Schools
Reports to:	CFO / Deputy CEO
Hours:	37 hours a week, 42 or 52 weeks a year
Grade:	Grade K, points 32 to 36

Job Context

Tove Learning Trust currently has fifteen schools, nine of which are secondary schools, four are primary and two are Alternative Provision (AP). Further growth is planned over the next five years. This role exists to provide sound, well researched advice to Members, Trustees, the Executive team and Local Governance Committees. This is so that they may successfully carry out their statutory responsibilities and manage and co-ordinate the flow of communication through the Governance structure. The role is one of a lead professional and will be a key member of the central team and will work closely with the Exec team lead for Governance.

Key Responsibilities

- **Leadership** - Provide strong and innovative strategic leadership in all aspects of the governance function across the trust and including strategic direction and operational effectiveness.
- **Trustee Board Management** – Provide effective administration and guidance to the Board and its committees, advising on structure, policy and compliance in line with the regularity framework and statutory guidance within their Articles of Association, the funding agreement and the Academies Trust Handbook.
- **Local Governance Board Advisor** – Responsible for ensuring high standards of governance through the Local Governance Boards (LGBs) through accurate record keeping, compliance monitoring, training, support and the management of the Chair of Governors Committee.
- **Complaint Management** – Ensure the complaints process for the Trust is effectively managed and follows Trust policy at all levels of the organisation.

Job Description

Leadership & Strategy

1. Contribute to and promote the vision, values, moral purpose, learning & leadership styles and ethos of the trust in a purposeful and inclusive manner.
2. Demonstrate strong leadership skills when supporting the trust schools. Sustain team spirit, set expectations, drive performance and provide feedback and encouragement.
3. Support the delivery of consistent information across all communication channels, cascading key messages across the Trust.



4. Link in with other central colleagues and school leaders so benchmarking and management of information is consistent and accessible as required.
5. Be committed to development and improvement. Attend Central team and Improvement Board meetings as required and contribute to local networking groups as well as coaching trust colleagues where applicable.
6. Play an active part in the trust's development and be the lead support for the Trust Board and the Executive Team in terms of the trust's outward communications and complaint management, internal governance processes and individual school support and integration.
7. Arrange a regular external review of governance and the monitoring of the subsequent action plan to ensure continual development of the trust governance structure and processes.
8. Act with integrity, honesty, loyalty and fairness, with professional competence, to safeguard the assets, financial probity and reputation of the academies and the trust.

Trustee Board Management

9. Act as Company Secretary for the Trust and maintain all registrations and documentation on Companies House and other formal platforms such as GIAS, DFE, register of those with significant internal control or similar platforms.
10. Maintain the central record for Trustees in terms of Safeguarding, induction, pecuniary interest, related parties and skills audit ensuring the timely intervention on retiring Trustees and new appointments.
11. Lead on Board recruitment of Trustees and Members and focus on attracting high quality candidates, managing new appointments, leading on Trustee induction and arranging appropriate training programme for all Trustees.
12. Ensure all Board documentation relating to the structure of meetings (Scheme of Delegation, Terms of Reference etc) are reviewed, at least on an annual basis or updated as changes occur. Establish a clear schedule of reviews, renewals, agenda items etc.
13. Responsible for the co-ordination of and accurate record keeping of the operational meetings and minutes of the Trust board and its committees, ensuring compliance with local, legal and statutory duties.
14. Draw together key threads and risks from the meetings and draw these matters to the Chairs attention, focussing on key risks and statutory requirements.
15. Draft the Governance statement in the annual accounts and seek any missing information required by the external audit team or CFO.
16. Work with the Executive Assistant to manage the policy review schedule to ensure all policies are reviewed, consulted on and published in the appropriate timescales, in the right places.



The EA will focus on content along with the TLT SLT.

17. Manage the updates on the Trust Risk register and ensure all risks are reviewed at the appropriate committees and all relevant assurance documentation is accessible. Enable the correct level of communication between the Board and the LGBs to record changes to central risks.
18. Support the CFO with the Internal Scrutiny programme that is managed by the Audit & Risk Committee ensuring reports and summaries have been circulated and published according to the agreed timescale.
19. Review LGB minutes to ensure that the Trust Board can be reassured that key areas of compliance and policy adoption have taken place i.e. review of gift register, approval of lettings fees and financial reporting to governors etc.
20. Review the Scheme of Delegation and system of Internal Control on an annual basis.

Local Governance Support

21. Provide first class advice, guidance & support to school and Governance colleagues to ensure we use our Governance systems to their maximum ability. This includes ensuring LGB's receive high quality clerking and the induction and training of all LGB clerks.
22. Lead on governance aspects of Trust growth, mergers or rebrokering and take ownership of the change from their existing governance arrangements to the trust format for an LGB or AIB. This includes all data transfer and cleansing, set up, delivery and training.
23. Work with the SWAN Professional Learning Alliance to arrange training for all LGBs (or AIBs) and Chair of Governors on key governance issues to develop their knowledge and understanding and maximise their access to areas of need.
24. Assume responsibility for organising or delivering the training of new clerks or school staff, on key governance arrangements and provide ongoing support for the first few weeks.
25. Work with the Exec team to deliver and review the Governance audits and the creation of a Governance improvement plan for all schools on a cyclical basis.
26. Be prepared to support a trust school with Governance arrangements and compliance in the temporary absence of a clerk, SBM or Heads PA with key information output and vital statutory management information.
27. Promote the use of central contracts such as The Key, CST and legal services so all schools and LGBs know how to access them and get best values from the central contract.
28. Support schools to source any governors / Trustees required to sit on panels relating to disciplinary, dismissal, exclusion, estates, finance or capital build compliance.



29. Any other task requested by the CEO, CFO or Executive team that is in line with the job description and paygrade.

Complaint Management

30. Ensure the trust has the most up to date information from our legal support to ensure our complaints policy and guidance is accurate, up to date and can form the basis of all communications of this nature.
31. Provide a package of support to schools in how to handle complaints, grievances, exclusions and other pupil matters.
32. Oversee the organisation of panel members and distribution of papers within statutory timescales for all panels and hearings keeping the Deputy CEO abreast of progress and decisions.
33. Act as the point of contact for all Stage 3 complaints and support the schools to the point of conclusion.
34. Track and monitor the levels of complaints looking for trends and compliance and providing appropriate training or remedial actions where improvement is required.
35. Work with the HR Strategy Lead to ensure the Grievance procedure follows the same principals and has the appropriate support in place to manage any GDPR, SAR or FOI requests.
36. Develop expert knowledge of the policies and procedures in use to ensure that workflows, and processes are well maintained and up to date. Ensure processes exist to allow resilience at school level in the operation of these areas.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.