



JOB DESCRIPTION

Post Title:	Trust Governance Professional and Compliance Lead	Post No:	
Department	Trust	Grade :	BEX 09
Responsible to:	Chief Executive Officer and Chief Operations Officer		
Responsible for:	No Supervisory responsibility		
Functional links with:	Trustees and Governors		

Main purpose of the job:

Contribute towards the efficient functioning of the Trust Board and its committees by providing:

- Administrative and organisational support
- Guidance to ensure that the Trust works in compliance with the appropriate legal and Regulatory framework, and understands the potential consequences for non-compliance
- Advise on procedural matters relating to the operation of the board
- Provide admin and personal support as appropriate to the CEO and COO

Major Duties and Responsibilities:

- Keep abreast of current educational developments and legislation affecting schools and Multi academy Trusts
- Provide advice to the Trust Board and Local Advisory Committees. 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.
- Ensure that statutory policies are in place, and that these are revised when necessary
- Produce the annual calendar for MAT Trust Board, Local Advisory Committees
- Ensure new Advisory Committee Members and Trustees receive induction materials and complete the necessary checks. Ensure they have access to appropriate documents, including the agreed Code of Conduct.
- Contribute to the induction of Local Advisory Committee Members and Trustees taking on new roles, in particular Chair of the Board or Chair of a Committee and Link Committee Members
- Identify priorities, anticipate issues which may arise and draw these matters to the Chair's attention and propose recommendations
- Manage and support pupil exclusions, appeal panels i.e. complaints/capability

Job Activities:

Effective administration of meetings

- With the Chair, CEO and COO, prepare a focused agenda for each of the Trust Board meetings and Local Advisory 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 as stated in the articles of association
- Ensure meetings are quorate
- Record the attendance of Trustees and Local Advisory 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 Chairs, CEO, COO 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 for the CEO and COO

- Be the main point of contact for all external correspondence and requests
- Lead on arranging meetings whether face to face or virtually and electronic diary management
- Support the smooth running of these meetings with booking rooms and refreshments when

Membership

- Advise in advance of the expiry of a Trustee and Local Advisory Committee Member terms of office and the impact this may have
- Advise the MAT Board on the DfE's recommendations and guidance in relation to Members and Trustees
- Establish, in discussion with the Board, open and transparent vacancy filling processes and procedures for election and appointment, 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/Local Advisory Committee Member when it is appropriate to do so
- Investigate training opportunities as determined by an annual skills audit
- Maintain a record of training undertaken
- Maintain meeting attendance records and advise the Chair of potential disqualification through lack of attendance

Manage Information

- Ensure that the MAT website is up to date and compliant
- Ensure that Governance pages on individual school websites are kept up to date
- Maintain up to date records of the names, addresses and category of Trust Board and Local Advisory Committee members and their term of office, and inform the Trust 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 and any link Local Advisory Members
- 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 and Local Advisory Committee correspondence
- Manage the flow of information from Trust Board to Local Advisory Committees and vice versa
- Produce and maintain a governance yearly planner in advance

<p>People and relationships</p> <ul style="list-style-type: none"> • Develop and maintain effective professional working relationships with the Chair, the Trust and Executive Leaders • Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development <p>Personal Development</p> <ul style="list-style-type: none"> • 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 		
Signed by:	Post holder:	Date:
	Line Manager:	Date:
	Job Assessor: (if required)	Date:

The job description describes in general terms the normal duties which the post holder will be expected to undertake. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Any changes will be made following discussion with the post holder.

Qualifications, experience, competencies and skills	Essential	Desirable
<ul style="list-style-type: none"> GCSE or equivalent in English and Mathematics at grade C or above Minimum level 3 (or equivalent) qualification in governance, education, administration or human resources Have achieved / currently undertaking the National Training Programme for Clerks or equivalent Graduate with ICOSA or similar professional qualifications relating to administration and / or governance Legal professional qualification Full computer literacy with experience of using MIS software Experience of administrative systems and procedures Handling of sensitive and confidential information with discretion and diplomacy Ability to prioritise work to meet tight deadlines Experience of writing agendas and accurate concise minutes Experience of proof-reading documents for accuracy Ability to develop and maintain effective and supportive relationships with colleagues Ability to effectively engage with virtual meetings, as required Evidence of relevant personal and professional development Experience working as part of a team Experience of working on own initiative Experience of working in a school environment Experience of supporting a governing board Understanding of the purpose, value and principles of governance Experience of developing new or improved administrative processes Knowledge of educational legislation, guidance and legal requirements Knowledge of the respective roles and responsibilities within educational governance Experience of working in a regulated sector and/or charitable trust Knowledge of Equal Opportunities and Human Rights Legislation Knowledge of Data Protection 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Personal Attributes		
<ul style="list-style-type: none"> Flexible approach to work including the ability to work occasional evenings Commitment to maintaining confidentiality Ability to remain impartial Committed and enthusiastic attitude Confident, positive and flexible approach to work Willingness to actively participate in training and development 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Knowledge and skills		
<ul style="list-style-type: none"> Excellent organisation skills Excellent time management skills Ability to organise time effectively, create work schedules, prioritise workload and meet deadlines Ability to communicate accurately and effectively, both verbally and in writing, adapting style to suit audiences 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

<ul style="list-style-type: none"> • Have a thorough understanding of the duties of a Governance Professional within the education sector • Knowledge and experience of whole school procedures, organisation and structure. Good listening, oral and literacy skills • Have good record keeping and information retrieval skills • Effective written and verbal communication skills • Ability to compose letters with fluency • Ability to work on own initiative and be decisive • The capacity to remain calm and to cope with the unexpected 	✓ ✓ ✓ ✓ ✓	✓
Safeguarding children		
<ul style="list-style-type: none"> • Knowledge, understanding and commitment to safeguarding and promoting the welfare of young people • Ability to form and maintain appropriate relationships and personal boundaries with pupils 	✓ ✓	
Equal opportunities		
<ul style="list-style-type: none"> • Knowledge, understanding and commitment to equality, diversity and inclusion formed by practical experience and application 	✓	