



TRUST GOVERNANCE PROFESSIONAL & COMPLIANCE LEAD CANDIDATE PACK



WELCOME FROM THE TRUST



Welcome to our School Trust and thank you for being curious about the role of Trust Governance Professional and Compliance Lead and how you can make a profound impact on the pupils and communities that we serve.

Our mission is Flourishing Futures - we believe that every child has the right to live life to the full. We are passionate about levelling the playing field and ensuring that our most disadvantaged pupils have the same opportunities and access to great learning and future life opportunities because they have been part of our School Trust.

We achieve this by working as a single organisation with a single governance structure, the Trust Board. Our academies are aligned in their education approach and supported by a fully centralised business model. This enables us to focus on developing the very best teaching offer for our children and the expertise we offer our children is greater because we are a School Trust.

We celebrate the distinctiveness of every community that we serve. Our schools are supported, and challenged, by our local advisory governance boards who ensure that we meet the needs of our local communities. They work closely with the Trust Board.

How we operate is underpinned by our beliefs. We believe:

- We are stronger together – we deliver and achieve more than we could individually
- In a sense of belonging – everyone matters and knows that they belong
- Removing barriers – ensuring that where you begin does not limit your horizons
- Realising the possible – you cannot be what you cannot see

Our School Trust resides across Torbay, South Devon, South Hams, Dartmoor and West Devon. We are proud of how skills, knowledge and best practice is constantly developed, shared and refined. You will be joining a team where a collective responsibility and a collective way of working is hard wired.

Our determination to ensure children flourish does not stop at our pupils. We are committed to contributing to the offer for all children in the Southwest, ensuring that it is the best place for children to come to school.

We do this through our work as Ilsham National English Hub and through the school-to-school support we provide. We work closely with other civic actors to ensure that we take a collective responsibility and act in the best interests of all children.

We are a School Trust that is constantly evolving, and we are eager to attract colleagues who are excited about making a difference to the most disadvantaged pupils and helping communities flourish.

We want to be challenged with new ideas, thinking and viewpoints from candidates who are committed to our mission and what we strive to achieve for our pupils.

If you are interested, curious or even inspired by our School Trust I would welcome the opportunity to talk to you, answer your questions and help you find out more about the role that this position plays in our mission, development and evolution.

Tracey Cleverly
School Trust Lead



WELCOME FROM THE CHAIR

It gives me great pleasure as Chair of the Governing Board at the Learning Academy Partnership to welcome you to our Trust.

I and the Board of Trustees consider ourselves to be very privileged to be part of this organisation and our role as one of Governance is committed to ensuring that the Trust provides the very best education and support for all of the children and colleagues. Your role advising, implementing, and monitoring all matters of regulatory and statutory importance is critical to our continued success at Board and Trust level.

We all recognise that to achieve the best experience and most successful outcomes for all the children there needs to be a partnership between all the schools teaching staff, support team, parents, and of course the children. This needs a complete top to bottom Trust management process and harmonisation of practice and culture underpinned by this regulatory framework.

Overall governance, which is strongly emphasised to create successful Academies, is underpinned with regulatory and legislative requirements. As the Trust grows and follows Government guidelines, which are focussed on the growth of successful Academies, we can expect more and changing regulations. This role is therefore of an ever increasing importance to the Trust and am sure you will adopt the challenge accordingly.

I hope that you benefit from being part of the Trust and that you enjoy the professional governance role. You will be fully supported by us and I and the whole Trust look forward to working with you.

Kind Regards

Richard Vaughton
Chair of Trustees



A HIGHLY SUCCESSFUL, INCLUSIVE MULTI ACADEMY

Flourishing Futures

Our Trust was established in the summer of 2012 from its origins as a National Support School, at Ilsham C of E Academy. We have a Church of England foundation which is fully inclusive and welcomes both Church and Community schools. Admission criteria to all of our academies is fully inclusive, welcoming those of all faiths or none.

The mission and core purpose of our School Trust is to enable **Flourishing Futures** for our children by working together as a values-led family of exceptional academies, delivering an entitlement to exceptional education across all our local communities and where every child flourishes. We believe that every young person, regardless of their background or context, can achieve and exceed the highest of expectations.



OUR VISION & VALUES



MISSION

Flourishing Futures (John 10:10 He came so that they may have life and live it to the full).

VISION

To be an exceptional school Trust – We are committed to social mobility and a culture of belonging. We do this by investing in people, enabling every child to be taught by the very best teachers so that we can achieve social change and all children flourish.

VALUES

Empower, Excel, Together

BELIEFS

We believe:

We are Stronger Together – We deliver and achieve more than we ever could individually

In a Sense of Belonging – Every member of our School Trust matters and know they belong

In Removing Barriers – Ensuring that where you begin does not limit your horizons

In Realising the Possible – You cannot be what you cannot see

EDUCATION

We are:

1. Ruthlessly ambitious for all who learn and work with us
2. Committed to bringing pupils together across the Trust to learn and flourish
3. Unwaveringly inclusive – determined in eradicating barriers to educational success
4. Committed to excellent teaching
5. Determined upon academic excellence for all in our communities
6. Compassionate, ethical and caring advocates for all in our communities
7. Outwardly facing and globally conscious

PEOPLE

We are:

1. Committed to the very best people development and empowerment
2. Determined to shout loudly and share proudly our successes
3. The best professional and technical experts (supporting education) in the sector
4. Committed to the very best understanding and management of risk

FINANCIAL

We are:

1. Providing the best possible public service for the best possible value
2. Determined to supplement our public income with shrewd income generation
3. Building financially sustainable models of educational improvement in our communities
4. Demonstrably efficient in all we do





11 SCHOOLS



9 CHURCH
SCHOOLS



9 NURSERIES



311 STAFF



100 TEACHING
STAFF



2000 PUPILS

WELLBEING

We put our people's welfare at the centre of everything and we know that this is more than just cake in the staffroom on a Friday (although that is nice too!). Our Wellbeing Strategy covers four key areas: Working environments, Personal growth, Health and lifestyle initiatives and Culture.

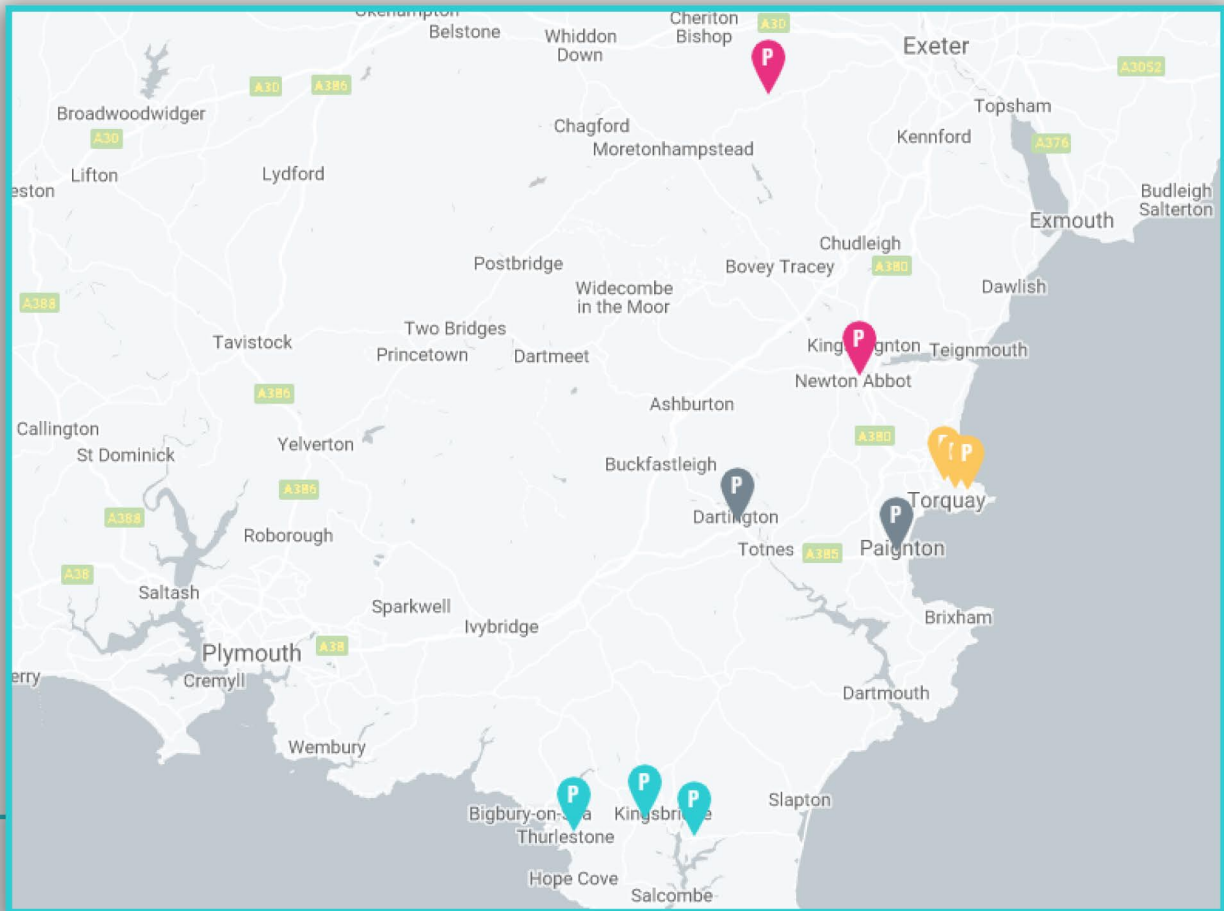
DIVERSITY, EQUALITY & INCLUSION

On our journey we are building a Diverse and Inclusive community. We are aspiring to promote our inclusivity, via curriculum and employee engagement. Together we want to break down barriers, enjoy each individual and celebrate the value they bring to our School Trust.

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values
- We will develop the very best leaders of the future, working to improve education and transform lives
- We will adhere unwaveringly to the 'Nolan Principles' of public service, which is made clear in our commitment to Ethical Leadership



OUR ACADEMIES



All Saints Marsh



All Saints Thurlestone



Charleton



Dartington



Dunsford



Ellacombe



Ilsham



Lifton



Little Stars



St Michael's



Warberry



West Alvington

JOB DESCRIPTION

TRUST GOVERNANCE PROFESSIONAL & COMPLIANCE LEAD LEARNING ACADEMY PARTNERSHIP



| | |
|-------------------|---|
| Title: | Trust Governance Professional & Compliance Lead |
| Responsible to: | Chair of Trustees/Trust Executive |
| Leadership scale: | £32K - £38K (Dependant on experience) |
| Hours: | 37 hours per week, full time (flexible working including compressed hours will be considered) |
| Start Date: | September 2022 |

JOB PURPOSE - MAIN AREAS OF RESPONSIBILITY

To always put children first and uphold and drive the vision and values of the Trust. The postholder will be the lead in the Trust for ensuring high standards of governance, compliance and the smooth and effective administration of the Trust Board and its Committees as well as advising the Chief Executive Officer and The Chair of the Board on governance process and practice. They will oversee compliance with regulatory and legislative requirements and ensure the trust acts in accordance with the Memorandum and Articles of Association and Academy Trust Handbook.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

As Company Secretary lead on maintaining robust corporate governance across the Learning Academy Partnership including ensuring that the Trust continues to meet its regulatory and statutory reporting obligations:

- Advising the Chair, Chief Executive and other Directors on key matters of regulatory and statutory importance
- Ensuring statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency
- Working closely with the Trust Executive Team to maintain currency of format, content and drafting of all statutory reports and annual reviews
- Ensuring an appropriate skill mix at Board level through maintaining Board membership, and managing new appointments and their induction
- Keep track of committee membership, terms of office of members and upcoming vacancies, and so anticipating where appointments need to be made, assisting in the process for identifying prospective new Members and Directors
- Manage the re-appointment and retirement process of Board members in accordance with the Articles of Association
- Work in conjunction with the Trust's legal advisers to ensure all other regulatory obligations continue to be fulfilled
- Support the production of the annual report and governance statement published with the trust's annual accounts
- Lead on the governance transition for new schools joining the trust and coordinate trust officers in the full due diligence process

As the Governance Professional you support the efficient and effective operation of the Trust Board and its Committees ensuring that the Board business continues to drive the successful delivery of the Trusts strategic objectives:

- Satisfy all aspects of meeting compliance as stipulated in the Trust's articles of association, the Academy Trust Handbook and in accordance with arrangements agreed by the Board of Directors
- Set the cycle of Board and Committee meetings and prepare focussed agendas
- Attend all Board meetings and Committee meetings, acting as secretary to the Board of Directors and all its Committees which are often out of core hours
- Take minutes of meetings and write final copies of minutes for approval, ensuring that these accurately reflect key points of discussion and the decisions made, and that decisions are notified to all those who need to take follow up action (or others who may need to be aware of the decision and its implications)
- Ensure that items are appropriately carried forward from previous meetings and across appropriate Committees
- Being the first point of contact for Board business

To enable all layers of governance to function as an effective and coherent whole:

- Ensure a high standard of local clerking arrangements, monitoring, standardising good practice and identifying where local interventions are necessary
- Accountable for the quality of local clerking
- Manage the recruitment, induction and training programme for local clerks
- Manage and deliver an induction programme and ongoing training for local governors
- Build proactive and productive working relationships with Heads of Academy, acting as trouble-shooter for any governance issues across all academies
- To work collaboratively with other key Trust functions so that governance within the Trust supports and enables the delivery of the Trusts strategic objectives

Compliance Lead

- Manage, coordinate and lead compliance and policy across the Trust

Risk Register Management

- Be responsible for the management of risk and training in the use of Every, the Trust's standard risk management system
- Support the Executive Team in providing analysis and data reporting from the system to aid in risk management reviews
- Provide a central point of contact for Academy queries on Risk Management and Every
- Provide updates on legal and legislative changes in relation to Risk Management

General Responsibilities

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership
- Establish constructive relationships and communicate with other professionals
- Attend and participate in relevant meetings at Academies and other events as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To be a reflective practitioner who is active in the pursuit of their own professional development

Executive Support

- To provide efficient, high quality and proactive support to the Executive Team including providing a support role on projects and initiatives
- Provide executive support at Trust Leadership meetings

Expectations

1. As appropriate to the postholder's duties must be carried out in compliance with the following:
 - Trust Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct, GDPR and Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post



PERSON SPECIFICATION

| Attributes/Requirements | Essential/Desirable | |
|--|---------------------|---|
| | E | D |
| Education, Qualifications and Training | | |
| GCSE qualification in Maths and English (or an equivalent level of numeracy and literacy skills) | ✓ | |
| A degree and/or professional qualification relevant to the role and/or equivalent learning through professional experience | | ✓ |
| Professional Skills/Knowledge | | |
| Working knowledge of compliance with the appropriate legal and regulatory framework | ✓ | |
| Expert user in a range of Microsoft Office applications. Office 365 is our chosen platform | ✓ | |
| Expert user in a range of portals and applications e.g. The Key, School Bus or similar | ✓ | |
| Dealing with senior professionals both individually and on a group basis | ✓ | |
| Knowledge of safeguarding and exclusions | ✓ | |
| Knowledge of relevant education sector policies | ✓ | |
| Knowledge of governance and committee structures and process | ✓ | |
| Awareness of GDPR and data security best practice | ✓ | |
| Good professional network (and online presence) | ✓ | |
| Familiar with event organisation both physical and virtual (we use Teams) | ✓ | |
| Excellent level of written and spoken English appropriate to the context and audience | ✓ | |
| Administration professional with a forensic eye for detail and precision | ✓ | |
| Outputs accurate and on time and expects same of their team | ✓ | |
| Solution orientated | ✓ | |
| Ability to think strategically yet act pragmatically in a timely manner | ✓ | |
| Well versed in “managing upwards” and providing correct, current, professional advice | ✓ | |
| Chartered qualification as (Company) Secretary or Governance Professional or working towards | | ✓ |
| Relevant personal and professional development | | ✓ |
| Developing and maintain contacts with outside agencies | | ✓ |
| Knowledge of educational legislation, guidance and legal requirements | | ✓ |
| Working knowledge of Trust and School governance | | ✓ |
| Personal Skills | | |
| Proven ability to quickly gain credibility and influence senior colleagues including being persuasive and pushing back where necessary | ✓ | |
| People and team management skills | ✓ | |
| Communication and interpersonal skills | ✓ | |
| Ability to work well under pressure | ✓ | |
| Emotional resilience in working within an environment with potentially challenging behaviours and attitudes to use of authority and maintaining discipline | ✓ | |
| Understanding of safeguarding within schools | ✓ | |
| A strong current interest in governance and the use of technology | ✓ | |
| A willingness to develop self and others | ✓ | |
| Ability to confidently explain ideas, concepts, deliver presentations and training internally and externally | ✓ | |
| A driving licence and access to transport | ✓ | |
| Willingness to travel | ✓ | |
| Flexibility to react to the role’s demands outside of normal working hours | ✓ | |

HOW TO APPLY:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our recruitment partner at Academicis:

Caroline Olsen
colsen@academicis.co.uk
01223 907 979 / 07500 889 504

In addition to an application form, you will need to submit a supporting statement, setting out the vision, relevant experience, skills and competencies. Please email your application to: **colsen@academicis.co.uk**

Closing date: 9am on Friday 20th May 2022

Shortlisting: Friday 20th May 2022

Interviews: Friday 27th May 2022



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