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**Job Description**

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| **School: Transform Trust Central Team** |
| **Post Title:** **Trust Governance Professional for Local Governing Bodies** |
| **Grade/Pay Range: Transform Trust Centre pay scale Rank 5 points 1-6** |
| **Hours/weeks: 22 hours a week .****flexible start/finish times to allow for attendance at Local Governing Body meetings which usually take place between 4-8pm dependent on the school. LGB meetings are usually no more than 2 hours. Meetings can be attended virtually.****There may be up to 4 weeks during each term where there is likely to be 3 or 4 meetings taking place (Monday-Thursday).** |
| **Reporting to: Governance Professional - Lead**  |
| **Department/Team: COO - Governance**  |

**Overall Purpose of Post**

To provide an efficient governance professional service including advice, process, minutes, record management and compliance to the Schools’ local governing bodies.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Meetings and administration**

* Establish and maintain efficient procedures for meetings, sharing documents using GovernorHub in a timely manner.
* Ensuring that LGB papers are clear and accurate, and that minutes capture discussion points and actions.
* Produce first draft of minutes for the Chair and Head within 7 working days with final versions being produced within 14 working days.
* Produce first draft of agenda at least 15 working days in advance of the meeting with the final being circulated within 10 working days prior to the meeting.
* Evaluating administrative procedures to ensure effectiveness, and adapting these where necessary.
* Preparing thoroughly for meetings and ensuring outstanding action points are acted on.
* Maintaining, or assisting in the maintenance of, accurate attendance registers.
* Establishing efficient record management procedures to ensure compliance with the Trust Academy Handbook, Trust Governance Guide and internal and external auditing requirements.
* Advising the LGBs when governors’ terms of office end, and assessing the effect this will have on the board’s skills mix.
* Establishing and administering procedures for filling vacancies on the LGB, whether by appointment or election.
* Keeping a record of governors’ attendance and active contribution to meetings.
* Keeping a record of governors’ training and school monitoring visits.
* Organising and taking contemporaneous notes for a range of Governor Panels.
* Supporting the chair and governors through any external review process, providing notes of meetings as required.

**Providing advice and support**

* Checking that meetings are quorate, and if not providing appropriate advice on how to proceed.
* Supporting the Chairs in identifying priorities and upcoming issues when planning meetings.
* Finding appropriate information for the LGB, and checking the credibility of any sources.
* Keeping the LGB updated on changes to legal or statutory requirements including the Trust’s Scheme of Delegation.
* Accessing third-party guidance on behalf of the LGB where necessary, e.g. GovernorHub, The Key and others .
* Keeping the LGBs informed about the Trust’s training and development opportunities and other sources of training.
* Helping the LGBs to create a culture in which challenge is welcomed.
* Contributing to discussions about the design of governance committees and structures, and communicating these to the rest of the school.
* Supporting the LGBs when carrying out evaluation exercises.

**Compliance**

* Ensure that all Governors annually review and update their details including: eligibility, pecuniary and business interests, declaration of other involvement in educational organisations, declaration of family relationships with employees across the Trust, code of conduct, DBS and information to be included on the Government’s national database of governors.
* Ensure all new Governors are issued with the compliance documents for completion within one month of taking up the role.
* Update the LGBs registers of interests and ensure these are uploaded onto the Trust website.
* Update the attendance register for each LGB and ensure these are uploaded onto the Trust website.
* Ensure that changes in compliance requirements identified through the Trust Academy Handbook, Trust Governance Guide, Government Policy or changes in legislation are quickly and efficiently communicated to all governors.
* Ensuring LGBs have a policy review checklist in place to ensure that all statutory policies are appropriately reviewed and amended in light of Trust or legislative changes.

**Professional judgement**

* Advising on conflicts of interest, and how to manage and avoid these.
* Challenging the LGBs if concerned about non-compliance or the conduct of meetings.
* Escalating concerns where necessary to the Line Manager.
* Remaining committed to improving own performance, and taking advantage of opportunities to attend training and development activities.

**Relationships and communication**

• Building relationships with key figures across the Trust, schools and wider school communities.

• Establishing channels of communication for sharing information with the Trust, Local Governing Bodies (LGBs) and wider school communities.

• Ensure where there are potential clashes of meetings that an appropriate solution is found including, where appropriate, a replacement governance professional, and that this is quickly and efficiently communicated to the Chair and Headteacher; and ensuring that all preparatory paperwork has been produced and circulated.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Contribute to the overall aims, values and ethos of Transform Trust.
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of** **responsibility** | **Requirements** | **Measurement** |
| **P** | **A** | **T** | **I** | **D** |
| Qualifications | • GCSE/NVQ Level 2 or equivalent in English and Maths  |  | \* |  |  | \* |
| Experience | * Be experienced in taking complex minutes across a range of different schools/organisations
* Undertakes research to ensure that own knowledge is at the forefront of clerking in order to support LGBs.
* Willing to attend professional development opportunities to enhance knowledge and skills.
 |  | \*\* | \* | **\*** |  |
| Knowledge and Understanding | • * Understands the purpose of governance as detailed in the [Academy trust governance guide - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/-governance-in-academy-trusts)

• Understands the compliance expectation placed on individual governors as contained within the Trust Academy Handbook.  <https://www.gov.uk/government/publications/academies-financial-handbook> • Appreciates the importance of understanding the LGB’s own governance structure.• Is aware of how the Governance Professional’s role is defined in the [Academy trust governance guide - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/-governance-in-academy-trusts)• Understands the key themes of national and local education context.• Is aware of the LGB’s duties under legislation and statutory guidance and the Trust’s Scheme of Delegation.• Understands the importance of the LGB adhering to and promoting the school’s internal procedures.* Understands the principles of records management, and has a working knowledge of the GDPR (Data Protection Act and Freedom of Information Acts).
 |  | \*\*\*\*\*\*\*\* |  | **\*****\*****\*****\*****\*****\*****\*****\*** |  |
| Skills/Abilities | • Has an eye for detail and excellent proof-reading skills, producing clear and accurate papers for the LGB or Trust. • Uses technology effectively to streamline the Trust and LGB’s processes.• Can communicate information clearly, logically and impartially, using a range of presentation methods. • Has a systematic approach to managing documentation that meets legal requirements for records management.• Be competent in the use of ICT and knowledge of Microsoft Office (Office, Word, Excel, Email etc).• Provide support for the preparation of external inspections and reviews within individual schools and the Trust. |  | \*\*\*\* | \*\* | **\*****\*****\*****\*****\*****\*** |  |
| Personal Attributes | • Possesses excellent time management skills and can maintain a high standard of work under pressure.• Can build and maintain effective working relationships with key staff within the Trust, individual schools, Local Governing Bodies (LGBs) and wider school communities.• Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities.• Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation.• Understands the principles of confidentiality and applies this to own work and that of the LGBs.• Be flexible in terms of meeting times, location of meetings and working in isolation when not in the Trust offices. • Undertakes research to ensure that own knowledge is at the forefront of governance in order to support LGBs. • Show integrity, be able to maintain confidentiality and remain impartial. |  | \*\*\*\*\*\*\*\* |  | \*\*\*\*\*\*\* |  |
| Professional judgement | * Confidently judges which discussion points to record, indicating governors’ challenge of the school.

• Is able to clearly explain difficult concepts, including information on the LGB’s legal duties.• Understands the principles of conflicts of interest, and is able to advise the LGB on managing and avoiding these.• Is willing and able to challenge the LGB when concerned about non-compliance or any aspect of how the LGB is conducting its business.• Understands how and when to escalate concerns if necessary |  | \*\*\*\*\* |  | \*\*\*\*\* |  |
| Other | • Be able to travel to meetings across Nottingham/shire and Derby City/shire.• Be flexible in times and location of working in order to clerk for LGB meetings and Trust requirements. |  | \*\* |  | \*\* |  |

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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children’s barred list clearance and completion of safeguarding children in education training**