



## Job Description **Senior Governance Professional**

Responsible to:	Trust Board Chair and Chief Executive officer
Location:	Central office with some flexibility to work at home
Salary:	Grade 8, SCP 27 – 30 (£19.18 - £21.14 per hour)
Hours of work:	Part-Time, 15 hours per week (52 weeks per year)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Core Purpose

- **Provide strategic oversight and leadership of governance so that governance at all layers is continually improving and able to impact positively on school and trust development and performance.**
- **Support the Trust Board and executive team to design and implement high quality and efficient governance structure and arrangements.**
- **Ensure that governance at all levels is carrying out its function efficiently, effectively and according to regulatory requirements and the scheme of delegation.**
- **Through close working with the Governance Support & Administration Officer, ensure the strengthening of consistency, expertise and the efficient flow of information at all levels of governance.**
- **Ensure highly effective use of available systems and technologies to bring efficiency to governance.**

### **Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### Core Purpose

- Providing professional governance advice to the Board and its committees<sup>1</sup>
- Advise the board and its committees on the legal and regulatory framework for governance, including charity and company law, the Academy Trust Handbook and the trust's articles of association and funding agreements; advise on the development and implementation of the trust's Scheme of Delegation.
- Advise trustees, members and committee chairs on terms of reference, policy and procedural matters, statutory guidance, and best practice in governance.

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<sup>1</sup> Under the trust's Articles of Association, each Local Governing Body is a committee of the Trust Board

- Identify governance priorities, anticipate and draw attention to matters that may arise and propose recommended actions.
- Know where and when to access appropriate external legal advice and support.
- Provide timely, accurate and judicious advice to governors in governance aspects generally or be able to signpost to such advice from others.

#### **Board composition, appointments and effectiveness**

- Design and oversee a clear process for recruitment and induction for all layers of governance.
- Lead on group recruitment initiatives in order to address recruitment challenges.
- Take primary responsibility for a detailed and thorough induction programme for new trustees.
- Ensure that the board and its committees are properly constituted and operate appropriately according to the scheme of delegation.
- Work with Chairs to ensure an appropriate mix of skills on the board and its committees.
- Work with the Chair and executive team to recruit high calibre candidates to the Board.
- Manage new appointments and have oversight of the re-appointment and retirement of trustees in accordance with the articles of association; similarly support LGBs.
- Support succession planning, developing and implementing regular collective and individual trustee evaluation activities to assess board effectiveness and inform next steps.
- Ensure that appropriate panels can be drawn from governors across the trust (such as to deal with Stage 3 complaints and disciplinary matters) and that panel members are suitably trained.

#### **Compliance and good governance**

- Lead on identifying, recording, managing and disclosing conflicts of interests.
- Advise the board and its committees on best practice in relation to its scheme of delegation for governance.
- Manage and maintain the trust's strategic risk register and risk management arrangements in conjunction with senior executive leaders and the trust's appointed Risk Trustee.
- Lead on regular communication with members to ensure they have effective oversight of the board's decisions, activities and impact.
- Ensure that trust-wide policies are reviewed according to appropriate arrangements and circulated / published.
- Take ownership of the Governance section of the trust website, ensure that all statutory information is in place and published appropriately; have oversight of governance information on all schools' websites and ensure accuracy and consistency at all levels.
- Ensure that all statutory governance information, such as that published on Get Information About Schools and Companies House is accurate and up to date.
- Challenge and support policy owners and editors to ensure good practice in policy drafting and administration.

#### **Clerking and administrative support**

- Through working closely with the Governance Support & Administration Officer, ensure that all committees (including Local Governing Bodies) benefit from effective and efficient administrative support
- Advise on the annual programme of work for the board and its committees
- Ensure that GovernorHub is used effectively and consistently across the trust, supporting the efficient storage and flow of information and decisions, including preparation of agendas and distribution of papers and board / committee membership.
- Ensure that robust arrangements are in place for the production, circulation and ratification of clear and impactful minutes for all governance meetings; similarly robust arrangements

for the follow-through on agreed actions and matters arising; undertake this directly for all Trustee and Member meetings.

- Ensure that leaders and committee chairs are sufficiently supported as required where committee meetings are captured and minuted using remote technology and Artificial Intelligence.
- Attend directly all full Trust Board meetings and regular catch-up sessions with the Chair and CEO.
- Facilitate coordinated trustee visits to schools and tracking and documenting post-visit feedback.

### **Company secretarial responsibilities**

- Ensure that the trust's company secretarial responsibilities are undertaken in accordance with Companies House statutory guidance, including statutory filings within prescribed deadlines, maintaining company and trustee documentation and records management.
- As required for projects, lead on significant change applications and liaison with the DfE on deeds of variation and changes to funding agreements.
- Assist on transfers of academies into the trust and their dissolution or mergers with other trusts

### **Local governance**

- The Senior Governance Professional must ensure each school has an effective and representative local committee, constituted in a manner that is consistent with the scheme of delegation, and working with increasing consistency. They must also contribute to ongoing strategic discussions about the development of the remit of local committees to ensure they are increasingly impactful and fit the needs of the trust (rather than simply replicating traditional models of school governance). The aim is to provide local accountability and harness the power of localism to serve the school, while avoiding duplication and blurring of lines of accountability.
- Responsibilities include working with the Governance Support & Administration Officer to monitor and continually improve:
  - relationships with local committee chairs to facilitate engagement
  - the effectiveness of local committees to provide intervention where necessary
  - the design and implementation of annual agenda cycles and supporting documentation
  - the design and delivery of induction and training for local committee members
  - the flow of information between the layers of governance, including the effective implementation of a two-way communication loop to ensure local understanding of trust strategy and trust understanding of local issues
  - processes for escalating matters requiring investigation and/or panel review (complaints, suspensions, exclusions and HR matters) to ensure they are efficiently and effectively arranged and clerked, in line with statutory guidance.

## Personal Specification    Senior Governance Professional

Category
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"><li>• GCSE English &amp; Maths at Grade C or above</li><li>• Level 3 or Level 4 Clerking qualification</li><li>• Relevant Degree or equivalent experience</li></ul>
<b>EXPERIENCE</b> <ul style="list-style-type: none"><li>• Participation in formal meetings</li><li>• Previous experience of organising meetings, drawing up agendas and producing accurate minutes</li><li>• Experience of using Artificial Intelligence to produce accurate minutes, summaries and other documents (Desirable – training can be provided)</li><li>• Experience of dealing with confidential matters</li><li>• Experience of managing others in a small team</li><li>• Experience working within an educational or other charity setting</li><li>• Successful experience of effective clerking with a minimum of two years' experience</li></ul>
<b>SKILLS &amp; KNOWLEDGE</b> <ul style="list-style-type: none"><li>• Effective interpersonal and communication skills, skilled at relationship management and ability to work collaboratively with others</li><li>• Excellent organisational skills</li><li>• Ability to understand and assimilate new information and translate into advice</li><li>• Ability to organise own time, flexible in approach and able to work with conflicting demands</li><li>• Thorough approach to work with exceptional attention to detail</li><li>• Excellent presentation skills and ability to write with accuracy and excellent understanding and use of the English language</li><li>• Committed to working in a way which promotes equal opportunity</li><li>• Strong ICT skills including a thorough working knowledge of MS Office, email</li><li>• Experience of using Artificial Intelligence (such as Co-Pilot) to bring efficiency to administrative tasks (Desirable – training can be provided).</li><li>• An understanding of general office tasks e.g. filing, record keeping</li><li>• Knowledge of good practice in writing agendas and minutes and organising meetings</li><li>• Understanding of the requirements of working with confidential information</li><li>• Knowledge of trust and academy governance at a strategic level</li><li>• Knowledge of Trust Board and local governing body procedures</li><li>• Knowledge of the law and regulations relating to governing bodies and education</li><li>• Knowledge of the respective roles and responsibilities of the Trust Board, governing body, Headteacher, the LA, and Diocese</li><li>• Knowledge of Trustee and governor appointment and election procedures</li><li>• Awareness of Data Protection legislation to handle information securely in a confidential and impartial manner</li><li>• Understanding of Safeguarding legislation and processes</li></ul>

### QUALITIES & APTITUDE

- Ability and willingness to attend some evening meetings at times determined by the Trust Board (typically once per half term)
- Ability and willingness to regularly meet with the Chair of Trustees and CEO
- Ability to work remotely and within the Central Office as required