



## Job description: Head of Governance

### Job details

<b>Salary:</b>	ALT Grade K
<b>Hours:</b>	37 hours per week, all-year round
<b>Contract type:</b>	Permanent
<b>Academy Site:</b>	Trust Central Team
<b>Reporting to:</b>	Director of Finance but accountable to the Chair of Trust Board and the Chief Executive Officer

### Main purpose

Responsible for all aspects of governance and compliance, ensuring that the Trust adheres to best practice and meets all regulatory requirements (including those set in the Academy Trust Handbook and the Academy Trust Governance Guide). This includes but is not limited to all relevant government legislation, Charity Commission and DfE / ESFA requirements and also General Data Protection Regulations.

To design, implement and support the highest quality governance across the Trust. Developing new systems and effective ways of working on specific governance projects.

To develop the infrastructure to facilitate seamless mechanisms between the Chief Executive Officer, Board Committees and the Trust Board by leading on strong assurance, accountability and regulatory compliance.

Perform the role of the Trust Board's Governance Professional.

### Duties and responsibilities

- To lead on the development of the Trust's Governance Framework, with a strong understanding of the Trust's governance structure, its Articles of Association and Scheme of Delegation, and to ensure that the Trust operates in line with these.
- To ensure the Chair of the Board and the Chief Executive Officer are provided with advice and support so they are able to act in accordance with relevant regulations relating to the operation of the Board and its committees. This shall include filing returns to Companies House and other statutory reporting as required to ensure the Trust is legally compliant.
- To organise and lead Annual General Meeting of the members of the Trust.
- To ensure any Ordinary and Special Resolutions are completed appropriately, supporting the Members to discharge their responsibilities.
- To act as clerk to the Board of Trustees of the Active Learning Trust.
- To work closely with Local Governing Bodies (LGB), the Chair/Vice chair of the Board of the Trust and other Directors & Trustees and staff of the Trust as required in order to ensure the smooth and secure operation of Governance arrangements, meetings and follow-up actions.
- To ensure all Trustees and Governors are aware of their role and responsibilities through a programme of induction and initial training. This will involve contact with newly appointed members and being the first point of contact should any issues arise.



- To provide advice, guidance, and on occasion instruction to the Clerks of the Local Governing Bodies of all schools across the Trust on constitutional and procedural matters in order to ensure smooth and consistent operation of the governance functions, including advising clerks on appropriate CPD, its implementation and performing the delivery of said CPD.
- To work with the Executive Leadership Team and/or Chair/Vice Chair of the Board of the Trust to prepare a relevant and focused agenda. Where appropriate, collate agenda items and ensure associated papers are in a format suitable for presentation to the meeting. This will involve:
  - Liaising with those preparing papers to ensure they are available on time
  - Produce, collate and distribute the agenda and papers on time
  - Produce high quality and accurate minutes of meetings and institute checking/approval systems to ensure sign-off
  - Record the attendance of Board members and take follow up actions where attendance falls below the required frequency.
- To undertake the support and full servicing of the work of any formal committees/panels or hearings of the Board or its sub-committees (excluding any Local Governing Bodies who should have their own clerking arrangements in place).
- To lead on the development and review of governing documents, policies and procedures, taking account of changes in best practice and/or statutory or regulatory requirements.
- To advise the Board/Committees on governance legislation, regulatory requirements and procedural matters.
- To advise Members on governance legislation, regulatory requirements and procedural matters.
- To manage the annual programme of training for Local Governing Bodies, ensuring maximum exposure for governor CPD.
- To maintain and implement annual/part-year of standing items for reports and for the update of procedural requirements of the Board to ensure that the Board is meeting its formal and funding obligations and that its policies and practices are up to date.
- To advise senior managers and as appropriate the Board of Trustees and Members on the interpretation of its instruments and articles of governance and schemes of delegation.
- To ensure (carry out where appropriate) compliance of policies and annual reviews of Trust documentation on behalf of the Board, such as the Articles of Association and Scheme of Delegation, advise on amendments required and ensure such amendments are adopted.
- To undertake follow-up correspondence resulting from actions/decisions of the Board or its committees/panels as appropriate.
- To arrange and support panels or hearings required because of any of the trust schools not having in place an appropriate constituted governing body.
- To maintain an up-to-date Register of Interests for all Members and Trustees.
- To maintain an up-to-date Register of trustee and governor training.
- In acting as coordinator of the work of Local Governing Body Clerks / Governance Professionals the post-holder will:
  - Lead on the appointment of Clerks / Governance Professionals to Local Governing Bodies
  - Act as Trust representative in the recruitment and appointment of Clerks / Governance Professionals to governing bodies, provide appropriate job descriptions, lead interview process and be part of interview panel.



- Advise, guide, and where appropriate, instruct Clerks / Governance Professionals of Local Governing Bodies of the Trusts schools concerning any aspect of the smooth operation of the LGB and/or its consistency of approaches with the central working methods of the Trust.
- Advise local Clerks / Governance Professionals on the constitution of Local Governing Body procedural or election matters, the maintenance of appropriate record keeping/minuting systems etc.
- To work collaboratively with the Executive Leadership Team to support the Trust's strategic objectives.
- To support the development and expansion of the Trust by drafting and amending documentation and liaising with relevant parties to allow new academies to join the Trust.
- To ensure the websites of the Trust and academies are maintained and updated in a compliant manner.

#### **Generic Responsibilities of all Active Learning Trust Employees**

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*



## Person Specification: Head of Governance

E = Essential D = Desirable

	E	D
<b>Qualifications and training</b>		
Educated to degree level/Level 4 certificate in Academy Governance or equivalent skills and knowledge	x	
Qualified as a Chartered Secretary / Chartered Governance Professional (through the Chartered Governance Institute of UK and Ireland)		x
<b>Experience</b>		
Experience of working with the ICO guidelines for GDPR	x	
Experience of writing policies and data protection impact assessments	x	
Knowledge and experience of risk management and completing and reviewing risk assessments	x	
Prior experience of working within the education sector, or a similar environment		x
<b>Skills and knowledge</b>		
The ability to solve problems and proactively anticipate challenges	x	
Highly effective influencing and enabling skills	x	
The confidence to work at the most senior levels of the organisation and to appropriately challenge the status quo	x	
The ability to (and experience of) taking effective minutes and maintaining accurate records	x	
Excellent planning and organisational skills	x	
Excellent communication skills (both verbal and written)	x	
Ability to command confidence, and to lead others (either those who may report to the postholder, or those working collaboratively with them)	x	
Knowledge of the characteristics of effective governance, and the ability to evaluate these in practice	x	
An understanding of school funding models		x
An understanding of the framework of governance and regulations for academy trusts in England (or the demonstrable ability to gain this understanding quickly)	x	
A knowledge of the Companies Act 2006 and other legislation as it relates to education, and the range of compliance required in an Academy Trust		x
<b>Personal qualities</b>		
Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a> ) at all times	x	
Commitment to maintaining confidentiality at all times	x	
Understanding of the importance of maintaining independence and the demonstrable ability to do so	x	
A commitment to doing the right thing – even in the most challenging of circumstances	x	



The ability to be open minded and provide accurate, honest and constructive advice and guidance.	x	
A commitment and ability to being independently purposeful	x	
A commitment to the Trust's values, and to striving for the best	x	
<b>Equal opportunities</b>		
Commitment to inclusion, equality and diversity	x	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people	x	
An understanding of up-to-date safeguarding requirements including all aspects of safer recruitment	x	