



*Diocese of Ely*

**Agapé**

**Courage**

**Thankfulness**

## Job Description — Trust Governance and Quality Assurance Lead

---

### Job Title

**Trust Governance and Quality Assurance Lead**

### Contract

**Full time 52 weeks per year** (flexible/hybrid by agreement)  
Some evening meetings may be required, with time off in lieu.  
38,000 – 43,000 FTE

### Reporting Line

**Reports directly to the Chief Executive Officer (CEO)**

### Core Working Relationships

Works closely with: CEO; Chairs (Trust Board/committees/LGBs); Trustees; Local Governors; Headteachers; Trust central team; school business/office teams (as needed for evidence gathering, website publication, complaints admin and training records).

---

### Purpose of the Role

The Governance Professional provides **professional governance leadership, assurance, and high-quality clerking across all ACT governance tiers**. The postholder ensures that governance advice, systems, records, and processes are **accurate, compliant, and future-proof**, enabling the CEO and executive team to focus on strategic leadership.

This role directly addresses the governance deficits identified in the **CST review, internal scrutiny,** and the **Trust Sustainability Plan,** ensuring that ACT has the governance capacity, clarity, and assurance mechanisms required as a growing Trust.

---

## Core Responsibilities

### 1. Leadership of the Trust's Governance Framework

- Own and lead the development, maintenance, and evolution of the **Trust governance framework,** including Articles alignment, Scheme of Delegation (SoD), Terms of Reference, governance protocols, and assurance pathways.
- Ensure governance structure design is **coherent, legally robust, and operationally deliverable,** removing responsibility from the CEO for technical governance drafting.
- Provide clear explanations of all governance changes to Trustees, TLGBs, and school leaders to ensure shared understanding and consistent implementation.

### 2. Clarifying Roles, Responsibilities & Delegation Boundaries

- Produce a **single, unified Scheme of Delegation,** simplifying complex documentation into an accessible decision-delegation plan.
- Ensure that TLGBs operate strictly within their **advisory and assurance remit,** preventing drift into operational or legacy maintained-school governance roles.
- Maintain absolute clarity over what sits with Trustees, ELT, HTs, and TLGBs to prevent duplication, overreach, or governance gaps.

### 3. High-Quality Clerking Across All Governance Tiers

- Deliver high-quality clerking for the **Trust Board, Committees, Members, and all TLGBs,** ensuring consistency in agendas, papers, minutes, and action tracking.
- Remove the need for senior leaders (CEO/CFO/Directors) to clerk meetings or provide governance administration.
- Ensure all minutes capture **challenge, rationale, decisions, actions, and assurance evidence** clearly.

### 4. Governance Compliance Oversight — Websites, Policies, GIAS, Registers

- Own compliance for all governance-related statutory requirements, including:
  - trustee/governor registers,
  - attendance reporting,
  - website statutory content,
  - policy publication,
  - GIAS/Members/Trustees information.
- Implement a **termly statutory compliance cycle,** with clear escalation routes for overdue, missing, or incorrect items.

## 5. Ownership of Governance Calendar & Regulatory Cycles

- Produce and maintain a **single Trust-wide governance calendar**, sequencing all:
  - Trust Board cycles,
  - committee cycles,
  - TLGB cycles,
  - statutory deadlines (financial, safeguarding, DP, pupil premium, risk, complaints, website checks).
- Ensure no statutory or assurance deadline is missed due to lack of visibility or planning.

## 6. Assurance & Escalation Pathways for TLGBs

- Establish and maintain standardised systems for TLGB assurance, including:
  - TLGB visit protocols,
  - reporting templates,
  - escalation routes,
  - local monitoring plans.
- Ensure TLGBs add value through **insightful, evidence-based assurance**, not operational oversight.

## 7. Governance Induction, Training & Skills Development

- Deliver centralised trustee and governor induction, including safeguarding, data protection, complaints, and SoD training.
- Conduct annual **skills audits** and maintain Board/TLGB development plans.
- Oversee training compliance to ensure all governors meet mandatory training expectations.

## 8. Governance Policy & Documentation Management

- Own the **policy management framework**: review cycles, approvals, version control, and publication on Trust and school websites.
- Ensure governance-related policies (Complaints, Code of Conduct, Whistleblowing, Scheme of Delegation, TLGB ToR) remain current and consistently applied across all settings.

## 9. Independence of Governance Assurance

- Provide **independent governance advice** to the Board and CEO, ensuring separation between governance and executive operations.
- Act as a neutral, professional governance officer who can escalate concerns to the **Chair of Trustees** where governance, safeguarding, or compliance risks require trustee oversight.

## 10. Strengthening Governance Documentation & Audit Trail

- Ensure governance documentation meets audit standards and external scrutiny expectations (internal scrutiny, external audit, Ofsted, ESFA).

- Maintain complete, accurate, timely records that evidence challenge, decision-making, rationale, conflicts of interest, and statutory oversight.

#### **11. Complaints Oversight & Case-Handling Assurance**

- Maintain Trust-wide oversight of complaints, ensuring correct application of the Complaints Policy and statutory procedures.
- Provide procedural advice on complaints (including safeguarding-linked) and ensure correct escalation to CEO/DCEO/LADO/MASH.
- Track complaints themes and report to the Board.

#### **12. Data Protection Governance (with DPO Interface)**

- Oversee governance-level compliance with data protection, ensuring SAR routes, privacy notices, consent mechanisms, and retention schedules are accurate and accessible.
- Monitor DP training compliance for Trustees/governors.
- Maintain oversight of data incidents and ensure all governance-related breaches are escalated and logged appropriately.

#### **13. Information Governance & Tenancy Control**

- Ensure **all governance data and recordings are stored exclusively in the ACT Microsoft tenant.**
- Prohibit cross-tenant storage (e.g., other trusts' Teams/OneDrive).
- Migrate any legacy cross-tenant files and log remediation.
- Maintain version control and secure access control for all governance documents.
- DP training compliance  $\geq 95\%$ .

---

#### **Person Specification**

- Experienced governance professional with proven MAT or complex-governance setting experience.
- Deep understanding of Articles, SoD, regulatory expectations, and assurance cycles.
- High accuracy, strong judgement, independent, able to escalate appropriately.
- Able to train, challenge, and support trustees, leaders, and governors.

---

#### **Role Evolution and Progression**

With Trust growth, the post may progress to Head of Governance & Compliance, with line responsibility for a clerking pool and expanded assurance (policy/IG/website), while retaining Board-level advisory capacity. Salary progression linked to KPIs and positive audit/assurance outcomes.