



## St Ralph Sherwin Catholic Multi Academy Trust

### Job Description

#### Governance and Compliance Lead

<b>Reporting to:</b>	Chair of the Board and the Chief Executive Officer
<b>Working with:</b>	The Executive Team, the Trust Board, Headteachers and leadership teams, Clerks to the Local Governing Bodies, other colleagues including the Data Protection Officer and the Nottingham Roman Catholic Diocesan Education Service (NRCDES)
<b>Responsible for:</b>	Line management of the Governance Officer, Clerks to Local Governing Bodies and the Clerk to the Trust Board
<b>Grade/Salary:</b>	Band S1 scale points 30 - 34.
<b>Location:</b>	Hybrid working. Office base is St Ralph Sherwin Catholic Multi Academy Trust, Third Floor St Katherine's House, Mansfield Road, Derby, Derbyshire, DE1 3TQ. The postholder is expected to travel to meetings around the Trust area. Home working is possible.
<b>Hours of work:</b>	37 hours per week. The contract offered is over 52 weeks to be worked flexibly with some evening work required in line with the role and the Trust meeting schedule.
<b>Contract Type:</b>	Permanent

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#### Core Purpose

- Responsible for the direction, design and implementation of high-quality effective governance and compliance ensuring that this is embedded across the Trust so that all staff and volunteers are aware of and comply with their responsibilities with regard with to governance.
- In all aspects of the role, support the Catholic life of the Trust, participating in key events and ensuring that governance is in line with the Catholic ethos of the organisation, established under the auspices of the Diocese of Nottingham for the preservation, protection and promotion of Catholic education and takes fully into account the requirements of Canon Law and Diocesan policy on the work of the Trust.



## **Areas of accountability**

- Provide up to date, detailed advice to the Trust Board, Chief Executive Officer (CEO), leaders, staff and volunteers across the organisation on all matters of governance.
- Responsible for advising the Trust on statutory requirements relating to governance, and requirements set by NRCDES, the Memorandum and Articles of Association, and the Scheme of Delegation. To support the Trust in meeting the 'Objects' of the Multi-Academy Trust in providing Catholic education for public benefit.
- Responsible for compliance against the Academy Trust Handbook including advising on conflicts of interest and the reporting of business interest for Foundation Directors and senior officers. As the Trust's Company Secretary under the requirements of the Companies Act 2006, responsible for ensuring the Trust complies with Company and Charity Law, including that the Whistleblowing Policy and Procedures are handled effectively across the Trust.
- Lead on governance input into operational discussions and decision-making day to day.
- Responsible to ensure that the Trust's identity in all communications including all stationery, electronic communications (emails, Trust and academy websites, etc), orders, invoices, cheques and other documents include all details required under company and charity law.
- Lead a dispersed team of Clerks for the academy Local Governing Bodies (LGB) determining their role, objectives, managing their performance and on-going professional development to ensure consistency across the Trust. Lead across the Trust on the creation of template LGB agendas.
- Support the Trust Board Chair and CEO in designing meeting Agendas so that the Trust Board can hold the Executive Team to account for securing continual educational and operational improvement across the Trust, and effective delivery of the Strategic Plan for the Trust.
- Contribute to all full Trust Board and Trust-wide Committee meetings, confident to advise the Trust Board with routine business as well as matters of contention and in challenging circumstances.
- Communicate Trust Board and Trust Committee decisions ensuring that actions assigned are managed appropriately and to the required timetable, reporting back as required.
- Responsible for ensuring that the Trust acts swiftly to comply with changes in regulatory requirements, that these are fulfilled in a timely manner and recorded in the Trust Board minutes.
- Arrange External Reviews of Governance at Board and Local Governing Body level as appropriate.
- Work with the NRCDES, Chair of the Trust Board, the Chief Executive Officer and HR on the ongoing recruitment and development of new Foundation Directors to the Trust Board.
- Support NRCDES to ensure all Trust Directors are not disqualified from acting under charity or company law and ensuring full due diligence in relation to third party conflict of interest.
- Responsible for ensuring that an Annual Meeting is held in accordance with the requirements of the Multi-Academy Trust's Articles of Association, in collaboration with the NRCDES.
- Complaints Coordinator for complaints about the Trust, providing advice to staff and governors, and reporting on complaints to the Trust Board.
- Support HR to arrange disciplinary hearings, interviews, and appeal committees as and when required by the Trust Board.



- Responsible for effective communication between the LGBs, support for the Chair of the LGB, the Clerk and the Headteacher and effective liaison with the Trust Board.
- Contribute to LGB meetings as required to provide direction and advice, overseeing compliance of the LGB.
- Ensure all LGBs, supported by their Clerks, use the Trust Governor online portal effectively and that information on it complies with our Trust-wide Data Protection Policy.
- Monitor election and appointment processes for Elected Parent Governors in our LGBs.
- Lead the design, implementation and ongoing management of a trust-wide mandatory training framework, including the setup, configuration and maintenance of a centralised training platform, ensuring coverage of key compliance areas such as safeguarding, HR, IT/cyber security, health & safety and data protection.
- Monitor, assure and drive compliance with mandatory training requirements across all academies and central teams, embedding clear expectations, supporting schools to meet deadlines, and implementing escalation processes where compliance risks are identified.
- Produce accurate, timely compliance reporting for senior leaders, trustees and auditors, providing trust-level and academy-level insights, trend analysis and risk-based recommendations to support governance, regulatory assurance and continuous improvement.

#### **Responsible for determining and implementing the following core deliverables**

- An annual schedule of business for the Trust Board to ensure all requirements are covered
- A fully compliant policy framework for the Trust implemented across the Trust
- A Trust-wide Risk Register including in each academy with a regular cycle of review
- Effective clerking support for our LGBs to support these volunteers with advice and guidance
- Regular briefings and training for LGB Clerks
- Governance Symposium four times annually to guide and support governors in developing their practice
- Targeted support for Chairs of Governors to support them in leading their LGBs effectively
- Protocols for information sharing for Trust Board and LGB meetings
- High quality, professional papers presented on time to the Trust Board and LGBs
- High quality minutes for all Trust Board meetings as well as their Committees including the LGBs
- An annual cycle of meetings of the Trust Board and its Committees including LGBs
- An ongoing annual communication plan for the Trust Board
- Knowledge and skills reviews for the Board and LGBs which inform recruitment and training, and the annual review of the Trust Board
- Trust Board and LGB induction training and ongoing plans for CPD
- Up to date Succession Plans for the Trust Board and LGBs
- An annual review of the Trust Board



- Regular briefings to Trustees and the Executive Team on relevant statutory and legislative changes

### **Key stakeholders and other significant relationships**

- **Advise the following on all matters of governance as relevant to their roles**
  - Trust Board Foundations Directors
  - Chief Executive Officer (CEO)
  - Senior Executive Team
  - Over 110 Local Governors in 24 LGBs
  - Trust Central Leadership Team



Headteachers and their senior leadership teams across the Trust

- Nottingham Roman Catholic Diocesan Education Service (NRCDES)

*The St Ralph Sherwin Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



## St Ralph Sherwin Catholic Multi Academy Trust Person Specification

### Head of Governance and Company Secretary

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 5 qualification in Business and Administration Management, or equivalent experience	<b>Y</b>	
A minimum of 5 GCSEs (or equivalent) including a grade C in Maths and English	<b>Y</b>	
Certificate in Charity Law and Governance		<b>Y</b>
Commitment to ongoing professional development	<b>Y</b>	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a busy admin/secretarial position at a senior level	<b>Y</b>	
Experience of providing dedicated secretarial/admin support to staff working at a senior level in an organisation	<b>Y</b>	
Experience of working as a company secretary for a Multi-Academy Trust or other charitable organisation		<b>Y</b>
Experience of managing and leading a team	<b>Y</b>	
Experience of organising meetings and writing accurate and concise minutes	<b>Y</b>	
Experience of working in a school/educational setting.		<b>Y</b>

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good understanding of charity law	<b>Y</b>	
Knowledge of Ofsted, DfE and academy legislation	<b>Y</b>	
Evidence of continuing professional development	<b>Y</b>	
Evidence of providing training and development opportunities to other staff		<b>Y</b>
Ability to manage a varied and complex workload as well as delivering to time-scale	<b>Y</b>	



Strong ICT skills	<b>Y</b>	
Excellent verbal and written communication skills	<b>Y</b>	
Excellent planning and organisation skills	<b>Y</b>	

<b>D Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	<b>Y</b>	
Able to command credibility and respect from all members of the trust central team and school communities	<b>Y</b>	
Emotional resilience	<b>Y</b>	
The ability to self-evaluate and reflect	<b>Y</b>	
The ability to adapt to changing circumstances and new ideas	<b>Y</b>	
Attention to detail	<b>Y</b>	
Integrity and commitment to good governance	<b>Y</b>	
Ability to be respectful and promote equality of opportunity and diversity	<b>Y</b>	

<b>E Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	<b>Y</b>	