

Title of Post:	Trust Governance Professional
Salary Grade:	BPS Range 6-7 depending on experience
Working Pattern	2 days per week (with some flexibility required) Term Time only + 2
Based at:	Hybrid with travel to school sites
Reports to:	CEO and Chair of Trustees

Effective governance provides strategic direction to Kings Education Trust and its schools. It ensures the highest standards of accountability, transparency and compliance and creates robust oversight of the educational and financial performance of the Trust. It is ambitious for all children and young people to achieve the very best outcomes.

Advice and support from a Governance Professional is critical to the effectiveness of Kings Education Trust in fulfilling its core purpose.

Purpose of the role

The Governance Professional will:

- Provide advice to the Trustees, Members and Local Committees on regulatory, constitutional and procedural matters
- Provide effective administrative and organisational support to the Trust Board and its committees
- Provide guidance to ensure that the Trust is properly constituted and is compliant with the appropriate legal and regulatory frameworks and understands the potential consequences for non-compliance.
- Act as Company Secretary to the Trust
- Effectively manage information in accordance with legal requirements and agreed processes
- Effectively co-ordinate information flows between the Trust Board and the Local Academy Committees
- Ensure governance across the organisation is effective

Key responsibilities and duties:

Provide advice and guidance to the Trust Board

- Advise the Trust Board on regulatory and procedural matters including governance legislation, the Trust Articles of Association, the Trust Funding Agreement and the Academy Trust Handbook
- Advise the Trust Board on its core purpose and roles and responsibilities, referencing the DfE Governance Guide and the Academy Trust Handbook
- Inform the Trust of any changes to its responsibilities as a result of changes in legislation or direction from the Secretary of State for Education
- Act as the first point of contact for Trustees and Members with queries on procedural matters or governance best practice
- Know where to access to appropriate legal advice, support and guidance, and where necessary seek advice from third parties on behalf of the Trust
- Offer advice on best practice in governance as it applies to Academy Trusts
- Lead or support self evaluation or external review processes as required

Administration

- Work with the Chair of Trustees, CEO, Local Academy Committee Chairs and Local Academy Committee Governance Professionals to agree the trust-wide annual governance calendar
- Work with the Chair of Trustees and CEO to create and agree Trust Board meeting agendas
- Manage the Trust Board meeting calendar on GovernorHub, send relevant meeting notifications and

co-ordinate meeting arrangements

- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or agreed process
- Ad-hoc minute taking and Agenda setting for Trust Board / Committee meetings and agree minutes with the Chair of Trustees and CEO
- Work and liaise with Local Academy Committee Governance Professionals to facilitate information flows from Local Academy Committees to the Trust Board and from the Trust Board to Local Academy Committees
- Maintain Trust Board access rights to GovernorHub and support training on the system where appropriate
- Oversee Trustee / LAC attendance at meetings and take appropriate action in relation to absences
- Prepare a termly governance update for LACs and Trustees
- Ensure that confidential matters are correctly recorded and redacted in public copies of minutes

Membership

- Advise the Trust Board on DfE requirements, recommendations and guidance in relation to Members, Trustees and Local Academy Committee Membership
- Advise Trustees and appointing bodies in advance of the expiry of a Trustee's term of office, so elections or re-appointments can be organised in accordance with the Articles of Association
- Support with the recruitment process for new trustees / Local Academy Committee members, taking a pro-active approach and oversee the induction process, liaising with the relevant organisations and other members of the central team (to complete DBS checks etc)
- Ensure elections of the Chair and Vice-Chair of the Trust Board take place in line with agreed procedure
- Maintain registers of Members and Trustees business and pecuniary interests and ensure that these are uploaded to the Trust website
- Liaise with the Trust central team to ensure appropriate safeguarding checks have been carried out for those involved in Governance
- Ensure that Identify Verification Checks for Trustees and Academy Trust Chair suitability checks are carried out in line with DfE / Companies House requirements
- Liaise with the Trust central team to ensure that all Members and Trustees are compliant with the Kings Education Trust training requirements
- Maintain Trustee training records
- Lead or support Trustee skills audit processes as required

Manage Information

- Maintain up to date membership records for the Trust Board, and inform any relevant bodies of any changes
- Notify Companies House of changes to Trust Board membership within the required timeframe and ensure the central team are aware of any changes
- Ensure Trustee information is up to date on GIAS
- Manage the Trust website and ensure it is up to date with statutory information related to governance
- Ensure end of year and / or other documentation (as required) is filed with Companies House in line with requirements and required timescales
- Maintain copies of current Schemes of Delegation, membership of any committees, working parties and any link Trustee roles
- Maintain a record of signed minutes of meetings and ensure they are published as required;
- Maintain records of all Trust correspondence and ensure that this is stored in line with Trust procedure
- Ensure that the central policy schedule is adhered to and consistently across all schools
- Maintain and administer the Kings Education Trust Resources area on GovernorHub and ensure that all Trustees and Local Academy Committee members have appropriate access rights

Required skills, knowledge and professional development

- Must have the knowledge, skills and behaviours required to provide professional governance advice and support to the Trust Board and act as Company Secretary to the Trust
- Must undertake appropriate and regular training / development to maintain knowledge and improve practice;
- Must keep up-to-date with current national and local educational developments and legislation affecting school and academy trust governance;
- Must participate in regular performance management processes

Other duties

The Governance Professional may be asked to undertake the following additional duties:

- Clerk any ad hoc committees/panels the Trust Board is required to convene including making appropriate administrative arrangements and drafting all necessary correspondence;
- Participate in, and contribute to the training of Trustees and Local Academy Committee members
- Prepare briefing papers for the Trust, as necessary;
- Perform such other tasks as may be determined by the Trust from time to time.

This job description is not definitive nor exhaustive. It is provided to give the post holder an indication of the range of activities, duties and responsibilities of this role. The job description may be subject to review and revision at any time at the discretion of the Trust.

The Governance Professional must carry out their duties in line with the seven principles of public life (Nolan principles). They should also be mindful of their responsibilities under Child Protection and Safeguarding Legislation and under the Equalities Act.