

## Job Description: Governance Professional

GRADE: L1-8

HOURLY RATE: £13.75 to £15.39

Hours of work: The post is a part-time position covering 6 meetings of the local governing body (LGB). This equates to three hours per week across 38 school weeks totalling 114 hours per year. However please note that hours will fluctuate week to week and increase just before and just after a meeting.

This position is suited to working from home.  
Meetings of the LGB are in the evening at the School.

Experience of school governance is not essential as The Blue Kite Academy Trust employs a Head of Governance therefore training and ongoing support is available.

### Job purpose:

To provide effective administrative support, procedural and legislative advice to the local governing body under the guidance of the Trust and in line with the governing body's terms of reference.

Ensure that the local governing body fulfil their duty in reporting to the Trust information required to comply with the appropriate legal and regulatory framework; and understands the potential consequence for non-compliance.

### **Reporting to: Headteacher/Chair of Governors**

### **Key Accountabilities:**

The precise nature of duties and responsibilities may be varied from time to time to meet the needs of the school, but will include:

1. Advise the LGB on governance legislation and procedural and constitutional matters in accordance with the Academy Trust Governance Guide, BKAT Scheme of Delegation, current statutory and good practice guidance and Trust policies to ensure the LGB is fulfilling its role.
2. In consultation with the Chair and Headteacher, prepare a purposeful agenda for each LGB meeting using the BKAT agenda planner. Ensure governors are informed of deadlines for supporting papers (e.g. Link Governor Reports). Post the agenda and supporting papers on GovernorHub at least seven days before the meeting.
3. Prepare an annual calendar of meetings.
4. Take notes at each LGB meeting and produce minutes to record the attendance and non-attendance of governors, details of any decisions taken and responsibility for agreed actions. Check the progress of any actions taken between meetings in order that governors are able to report back.

5. Send draft minutes to the Chair and Headteacher for approval within 7 days of the meeting. Distribute within 10 days draft minutes to all governors once approved by the Chair. Ensure the Chair signs a copy of the approved minutes via GovernorHub. Minutes are public documents and must be available for public inspection on request. Deal with confidential minutes in the approved manner.
6. Receive and distribute the BKAT Governance Briefing. Ensure that guidance on new legislation provided via the Head of Governance is disseminated to appropriate governors and used to inform LGB meetings.
7. In conjunction with school staff, ensure that there is a register of all policies owned by the LGB and that they are reviewed at the appropriate time as required. Ensure that records are maintained of all school policies and other school documents approved by the LGB.
8. Maintain an accurate record of membership of the LGB, including dates of appointment, categories of governor and term of office and ensure that this is available on the school website. Ensure that all governors have access to up to date copy and are aware of the expiry date of their term of office.
9. Familiarise yourself with the BKAT scheme of delegation which includes roles and responsibilities for the LGB. Ensure compliance of the LGB with relevant regulatory, statutory and administrative requirements as set out in the LGB roles and responsibilities.
10. Ensure a register of LGB conflicts of interests is regularly maintained on GovernorHub and the school website and reviewed annually. Governors must also have the opportunity to declare any interest at every LGB meeting so must be an agenda item.
11. Advise the Head of Governance of any changes to the LGB membership and liaise with Head of Governance over the appointment of governors. This will ensure governors are added to or removed from the national database - Get Information about Schools (GIAS) and receive information and training details from the Trust.
12. Advise the LGB of governor vacancies and on actions that might be taken to fill the vacancies including working with the Headteacher/Chair to conduct elections to fill staff and parent vacancies.
13. In conjunction with the Headteacher/Chair and Head of Governance, manage the appointment and election of all governors, in accordance with the guidance in the BKAT Governance Professional Handbook and BKAT Governor Recruitment Procedures.
14. Maintain relevant filing for the LGB on GovernorHub including a complete set of approved minutes of all LGB meetings, notes of visits by governors to the school and all other associated paperwork.
15. Ensure that new governors complete the necessary forms to enable an enhanced DBS check to be carried out within 21 days of their appointment. A section 128 check must also be carried out on all new governors. This will usually be carried out by the school office.
16. Develop and manage effective administrative arrangements (using GovernorHub) with the LGB and Trust as appropriate.
17. Co-ordinate the induction process for new governors. Provide all new governors with an induction pack, (contents as determined by the Trust and LGB). Offer support and advise

on statutory and best practice requirements as required, highlighting training opportunities.

18. Attend appropriate training and development opportunities and keep up to date with current educational developments and legislation effecting school governance.
19. Provide proactive support to the LGB by keeping abreast of developments in school governance. This can be achieved by attending Governance Professional Network meetings held termly, reading and acting upon the BKAT Governance Briefing and information from the National Governance Association which all LGBs subscribe to.
20. Encourage and promote training and further development for governors. Book training if required and keep accurate and up to date training records (through GovernorHub). Undertake regular skills audits with the LGB.
21. Ensure the Governor area of the school website is up to date and compliant and meets the requirements of the Trust.
22. Chair the LGB meeting during the election of the Chair.
23. Ensure that all LGB matters are dealt with in a manner that meets the requirements of GDPR compliance and safeguarding procedures as determined by the Trust.

The salary/grade of the post recognises the irregular nature of the work required and the salary is based upon annualised hours rather than a fixed working week. The dates and times of meetings require a flexible approach. The LGB will endeavour to plan meetings well in advance.

### **Knowledge, skills and Experience**

- Excellent oral and written skills with an eye for detail
- A sound knowledge of administrative work and related systems
- Able to communicate well and develop effective working relationships
- Be able to maintain confidentiality at all times and to prevent disclosure of confidential and/or sensitive information.
- Excellent personal organisational and time management skills
- Able to manage conflicting work pressures and organise priorities
- An enthusiasm for continued professional development and a desire to develop appropriate knowledge of the legal framework relating to the governance of schools and current developments in education, in particular multi academy trusts

### **Decision making**

- Determining content and structure of LGB meeting agendas in conjunction with the Chair and Headteacher and with advice from the Head of Governance, Trust/LGB annual planner.
- Determining whether the local governing body is acting within a legal framework to ensure governors are meeting statutory duties and compliant with the law

### **Contacts and relationships**

- Senior management of the school, governors, Head of Governance and other Trust employees
- Network with other Governance Professionals at training events.

### **Special notes or conditions**

The post holder will be subject to an enhanced Disclosure & Barring service check to satisfy safeguarding requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies.

### **Personal Development**

Undertake appropriate and regular training and development to maintain knowledge and improve practice. Keep up to date with current educational developments and legislation affecting school governance. Participate in regular performance management.

### **Additional Services**

The Governance Professional may be asked to undertake the following additional duties for which additional payment may be agreed:

- Attend and minute any statutory appeal committees/panels the local board is required to convene.

For an informal discussion about the role please contact Anna Richardson, Head of Governance to arrange a convenient time to talk. Email: [arichardson@bluekitetrust.org](mailto:arichardson@bluekitetrust.org)