

Local Governing Body Governance Professional Role Description

Job Title:	Local Governing Body (LGB) Governance Professional
Salary Range:	Grade 8 salary range: £15.84-17.29 per hour including holiday pay
Hours:	5.5 hours per month (11 hours per LGB meeting). Term-time only
Employer:	Oxford Diocesan Schools Trust (ODST)
Location:	Home-based with a need to attend meetings at school
Responsible to:	Chair of the LGB
Responsible for:	Governance professional services for the LGB
Key relationships:	ODST Governance LGB chair, Headteacher, LGB members, school administration staff

Description from the [Academy Trust Governance Guide](#)

The role of the governance professional is to:

- provide independent governance advice, guidance and effective administrative support to the board (LGB)
- support the board (LGB) to meet high standards of governance, including fulfilling legal or regulatory requirements and decision-making
- help the board (LGB) to understand its role and legal duties
- support the chair to facilitate strategic debate and decision-making
- promote the flow of information throughout the governance structure, including between the board (LGB), its committees including local committees and members

The board (LGB) supports the governance professional in identifying, accessing and allowing them to attend further training and development so they can:

- maintain their knowledge of governance
- accurately advise the board
- make sure the board (LGB) complies with its duties

It is the board's (LGBs) responsibility to ensure the governance professional receives appropriate remuneration for their governance role, reflective of the skills, experience and advice they bring to the board (LGB).

Knowledge and understanding

The governance professional will understand:

- The features of effective Multi-Academy Trust (MAT) governance, the governance structure and core functions
- The role of the LGB as set out in the Trust's Articles of Association
- The LGBs duties under legislation and statutory guidance
- The importance of the LGB adhering to and promoting the Trust's and school's internal procedures
- The Trust's and school's governance structure, including legal structure and constitution and scheme of delegation
- How to adhere to the principles of records management and have working knowledge of the Data Protection Act and the Freedom of Information Act
- The LGBs accountability to and relationship with other bodies (eg ODST, Local Authority, the DfE, and Ofsted)
- The ODST Governance Code of Conduct and Volunteer Code of Conduct
- The school and Trust's culture, values and ethos and the school's strategic priorities

Administration

The governance professional will follow ODST guidance to:

- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed
- Establish and maintain efficient procedures for meetings;
 - In liaison with the LGB chair and headteacher prepare agenda for meetings, providing support to identify priorities and upcoming issues
 - Share documents electronically in a timely manner
 - Make sure that LGB papers are clear and accurate, and that minutes capture discussion points and actions
- Attend all meetings either in person or remotely and challenge the LGB if meetings are not conducted in a proper or orderly manner
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on
- Maintain accurate registers on GovernorHub (Register of Interests, LGB meeting attendance, LGB constitution, ratified LGB meeting minutes, statutory training)
- In liaison with ODST, administer procedures for filling vacancies on the board
- Advise the LGB on succession planning
- Work with school administrators to:
 - Ensure copies of statutory policies and other documents approved by the LGB are published to the school website
 - Getting Information About Schools (GIAS) is kept up to date
- Understand the principles of confidentiality and apply this to their own work and that of the LGB
- Have an eye for detail and excellent proofreading skills
- Use technology effectively to streamline the LGBs processes

Advice and guidance

The governance professional will:

- Act as the first point of contact for LGB Members with queries on procedural matters
- Work in liaison with ODST Governance to:
 - Access appropriate legal advice, support and guidance
 - Follow a schedule of governance tasks and ensure that statutory policies are in place, and are revised, when necessary
 - Update the LGB on changes to legal, statutory and ODST requirements
 - Support the induction of new LGB members
 - Inform the LGB about training and development opportunities
- Provide clear, logical and impartial advice to the board
- Understand the principles of conflicts of interest, and advise the LGB on managing and avoiding these
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct
- Speak out where the LGB is overstepping its strategic role or is not following the code of conduct

People and relationships

The governance professional will:

- Build effective professional relationships with the LGB, external contacts and others
- Establish effective channels of communication with the LGB, ODST, the school and any external partners
- Contribute to discussions about the design of governance committees and structures
- Advise the LGB when members' terms of office end, and assess the effect this will have on the LGBs skills mix
- Help the LGB to create a culture in which challenge is welcomed
- Support the LGB and ODST when carrying out self-evaluation exercises
- Remain committed to improving own performance and that of others involved in governance

Personal Development

The governance professional will:

- Attend ODST Governance Professional Induction training
- Complete statutory and ODST training requirements, including safeguarding, Prevent, Cyber Security
- Attend the ODST Governance Forums and take advantage of opportunities to attend other training and development
- **Engage with the LGB chair and headteacher in an annual appraisal**
- **Guidance for appraisal:**

[How to carry out a governance professional's appraisal | GovernorHub](#)

[Appraisal form for governance professionals | National Governance Association](#)