



# Coppice

## Primary Partnership

Growing Together, Striving for Excellence.

- Job Title:** Trust Governance Professional (Strategic Lead)
- Hours/Weeks:** 350 hours per annum (inc holiday entitlement) – with any additional hours paid by claim with prior agreement
- Salary:** Kent Scheme G (£34,421 – £38,304 pro rata)
- Responsible to:** Chair of Trustees and Trust Leader/CEO
- Managed by:** Trust Leader/CEO
- Responsible for:** Clerk to Local Governing Bodies

### **Purpose:**

To provide strategic leadership of governance across the Trust, ensuring that the Trust Board and its committees operate effectively, comply with statutory and regulatory requirements, and provide assurance that governance at all levels adds value. The Governance Professional is also the Company Secretary, ensuring compliance with Companies House and ESFA requirements.

### **Key Responsibilities**

#### **Strategic Leadership of Governance**

- Act as lead adviser to the Trust Board, its committees, and Members on constitutional, legal, and governance matters.
- Develop and maintain the Trust's governance framework (Articles, Scheme of Delegation, Terms of Reference, Code of Conduct).
- Ensure governance systems, processes, and structures are effective, efficient, and aligned with NGA/CST best practice.
- Lead the processes of recruitment, induction, development, and evaluation of trustees and governors.
- Oversee governance self-evaluation and external review cycles.

#### **Compliance & Company Secretary Duties**

- Ensure compliance with the Academy Trust Handbook, Companies Act, charity law, and other statutory obligations.

#### **Coppice Primary Partnership**

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- Manage submissions to Companies House, ESFA, DfE (GIAS), and ensure statutory records (register of interests, meeting attendance, business interests) are up to date.
- Maintain the Trust’s governance policy register and advise on review cycles.
- Support production of the Trust’s Annual Report and Governance Statement.

### **Meetings & Board Support**

- Lead the cycle of meetings for the Trust Board and committees (Finance & Audit, Education & Curriculum).
- Prepare agendas with the Chair/CEO, circulate papers, and minute meetings to a professional standard.
- Follow up on agreed actions and support Chairs in holding leaders to account.
- Ensure Trustees and Members receive high-quality induction, briefing papers, and CPD.

### **Oversight of Local Governance**

- Line manage and quality-assure clerks supporting Local Governing Bodies (LGBs).
- Ensure consistency in agendas, minutes, record-keeping, and statutory compliance across all schools.
- Maintain the flow of information between Trust Board and LGBs.

### **Development & External Representation**

- Keep up to date with legislation, regulation, and best practice, ensuring the Board is informed of changes.
- Engage with national and local governance networks (e.g., NGA, CST, local authority networks).

### **Other**

- In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership of the trust.

**We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Post holder: .....

Signed: .....

Date: .....



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### Governance Role Responsibility Matrix

Area	Trust Governance Professional (Strategic Lead)	Clerk to Local Governing Bodies (Operational Support)
<b>Governance Advice &amp; Compliance</b>	<ul style="list-style-type: none"> <li>Principal adviser to Trust Board, Committees, and Members on governance law, regulation, and best practice.</li> <li>Ensure Trust complies with Articles, Academy Trust Handbook, Companies Act, Charity Law.</li> <li>Oversee Trust governance framework (SoD, ToRs, Code of Conduct).</li> </ul>	<ul style="list-style-type: none"> <li>Advise LGBs on their delegated responsibilities and powers under the Scheme of Delegation.</li> <li>Ensure LGBs comply with Trust ToRs, policies, and statutory obligations.</li> </ul>
<b>Company Secretary Duties</b>	<ul style="list-style-type: none"> <li>Maintain statutory registers (trustees, members, governors).</li> <li>File returns with Companies House, ESFA/DfE (GIAS).</li> <li>Ensure governance elements of Annual Report and Governance Statement are accurate.</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>
<b>Strategic Leadership of Governance</b>	<ul style="list-style-type: none"> <li>Support governor/trustee recruitment, induction, CPD, and succession planning.</li> <li>Plan board self-evaluation, external reviews, and governance development.</li> <li>Ensure governance risks are reflected in the Trust's risk register.</li> </ul>	<ul style="list-style-type: none"> <li>Support LGB governor induction locally.</li> <li>Maintain records of governor CPD and flag training needs to Governance Professional.</li> </ul>

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<b>Meetings: Trust Board &amp; Committees</b>	<ul style="list-style-type: none"> <li>• Lead planning cycle and agendas with Chair/CEO.</li> <li>• Circulate papers, advise on procedure, ensure compliance.</li> <li>• Attend and minute Trust Board and committee meetings (Finance &amp; Audit, Education &amp; Curriculum).</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>
<b>Meetings: Local Governing Bodies</b>	<ul style="list-style-type: none"> <li>• Oversee consistency of LGB meeting structures and documentation.</li> <li>• Provide templates, training, and quality assurance for clerks.</li> <li>• Receive summary reports and escalate issues to Trust Board.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare LGB agendas with Chair/Headteacher.</li> <li>• Circulate papers, attend meetings, draft and circulate minutes.</li> <li>• Track and follow up actions.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Ensure Trust website governance pages meet statutory requirements.</li> <li>• Maintain Trust policy register and governance documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain local registers (business interests, attendance, training).</li> <li>• Provide accurate LGB membership and governor details to Governance Professional.</li> </ul>
<b>Communication &amp; Liaison</b>	<ul style="list-style-type: none"> <li>• Manage flow of information between LGBs and Trust Board.</li> <li>• Report LGB outcomes to Trustees.</li> <li>• Maintain strong links with external governance networks (NGA, CST, local authority).</li> </ul>	<ul style="list-style-type: none"> <li>• Act as first point of contact for LGB Chairs.</li> <li>• Ensure timely upward reporting of LGB outcomes and concerns.</li> <li>• Share Trust updates with local governors.</li> </ul>
<b>Safeguarding &amp; Complaints</b>	<ul style="list-style-type: none"> <li>• Support Trustees in managing complaints/appeals panels, exclusions, or safeguarding escalations</li> <li>• Ensure safeguarding responsibilities are discharged by governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Record safeguarding governor monitoring in minutes.</li> <li>• Support complaints panels at LGB level when convened.</li> </ul>
<b>Line Management</b>	<ul style="list-style-type: none"> <li>• Line manage and performance review clerks.</li> <li>• Provide training, resources, and consistency across all LGB clerking.</li> </ul>	<ul style="list-style-type: none"> <li>• Report to Governance Professional for support, training, and appraisal.</li> </ul>