



GOVERNANCE PROFESSIONAL

JOB PURPOSE
<p>To provide advice and guidance to the Trust on governance as well as constitutional and procedural matters, supporting effective, compliant governance and strategic decision-making</p> <p>To develop the infrastructure to facilitate seamless reporting mechanisms between the Chief Executive, Trust Board Committees, including LGB/LEGBs (Local Governing Bodies and Local Executive Governing Bodies) and the overarching Trust Board, by leading on strong assurance, accountability and regulatory compliance.</p> <p>To work to high ethical standards to ensure integrity in all aspects of delivery.</p> <p>Ensure statutory compliance of published information and statutory guidance/law.</p>
MAIN DUTIES AND RESPONSIBILITIES
<p>Governance Framework</p> <ul style="list-style-type: none">• Act as the designated governance professional for the Trust.• Liaise as required in the capacity of governance professional (Clerk to the Trust Board) with the DfE, Ofsted and other relevant regulatory bodies.• Advise the Board on its core functions and Department for Education governance advice, including the Governance Handbook, Academies Trust Handbook and Competency Framework for Governance.• Advise the Board, Headteacher's, Chairs and committees on governance, legislation, constitutional and procedural matters, duties, and powers, as appropriate, including during meetings.• Manage information professionally and effectively in accordance with legal requirements and data protection.• Review and manage the business process for the Trust Board and its committees through the development of a business and meeting cycle.• Work closely with the Trust Board to ensure that all Trust business is actioned and completed.• Maintain and report on the actions log for Trust Board and its committees.• Maintain the Trusts statutory minutes, making them available as requested for public inspection.• Maintain accurate records including Boards' attendance, membership and information in accordance with legal requirements.• Ensure governance information is kept up to date on Trust and school websites, and external sources e.g. Get Information About Schools (GIAS).• Act as the main point of contact for all governance queries and requests.• To liaise with the relevant school's personnel officer to ensure all pre recruitment checks including DBS clearance are completed for new appointments in governance.• Maintain and update the single central record for Trustees, Members and Governors• Access appropriate external legal advice, guidance and support as necessary, working

with established national groups such as NGA/the Trust's solicitor.

Professional Clerking

- Maintain accurate and complete records of Trust governance, including memberships, agendas, minutes and accompanying papers.
- Ensure that a Register of Business Interests is maintained for each Governor, Trustee and Member and reviewed annually.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated Board members linked to specific areas such as SEND and Safeguarding, etc.
- Translate the annual planner into agendas, report templates and manage communication with colleagues to ensure papers are produced in an accurate and timely way.
- Overseeing the diarising of meetings of Members, Trust Board, Committees, including LGB/LEGBs, calling meetings on proper written notice and distributing agendas, minutes and supporting papers.
- To undertake the preparation, delivery and clerking of all Members, Trust Board, Trust Committees, and LGB/LEGB meetings. (Currently 4 Trust Board, 6 Trust Committee and across the 16 schools in the MAT 30 Local Governing Body and Local Executive Governing Body meetings in one academic year).
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Be responsible for the development and standardisation of reporting formats across the Trust Board, committees, including LGB/LEGB meetings.
- Ensure accurate minutes are taken in line with good practice, summarising key points of discussion/action, highlighting agreed actions in a timely manner to prompt delivery and demonstrating appropriate challenge.
- Maintain an action log to support the Chief Officers to address any actions assigned to them, in liaison with the Executive Assistant to the Chief Executive and CFOO.

Administration & Communication

- Provide an administrative service for Members of the Trust, providing communication from the Trust Board to Members after each meeting of the Trust Board.
- Be responsible for administering those procedures which have been approved by the Trust for making certain information available to the public in accordance with the principle of transparent and open accountability, including maintaining:
 - A register of Members.
 - A register of Members' interests.
 - Ensuring that the registers and the current Articles of Association are made available for public inspection.
- Co-ordinate governance matters e.g. selection of Chairs, election processes for staff and parent governors for LGB/LEGBs.
- Undertake regular skills audits of Trustees and Governors.
- Be responsible for the succession planning, including planning for recruitment of new Members, Trustees and Governors in conjunction with the Chief Executive and Chair of the Trust Board.
- Be responsible for induction and training of new Members, Trustees and Governors-by maintaining a training log, signposting to training at specific organisations and running induction sessions for new Members/Trustees.
- Signpost Members, Trustees and Governors to relevant communications/newsletters to help fulfil their role.
- Ensure effective communication between LGB/LEGBs and the Trust Board.

Safeguarding Statement
In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns
Health and Safety
The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.
Confidentiality and Data Protection
The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.
Equality and Diversity
CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
Training and Development
CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.
Mobility
The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

The Postholder is required to:

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To act as exam invigilator when required.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement:

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration
I accept this job description.

Print Name:	
Signature:	
Date:	