



Coppice

Primary Partnership

Growing Together, Striving for Excellence.

Job Title:	Trust Governance Professional (Strategic Lead)
Hours/Weeks:	200–250 hours per annum worked flexibly across the year, including some evening meetings. Annual leave entitlement will be provided on a pro rata basis in line with Trust policy.
Salary:	KSH – KSI (Kent Scheme) – £41,782 – £53,446 FTE
Responsible to:	Chair of Trustees
Managed by:	CEO
Location:	Remote or hybrid, with attendance at key meetings – virtually and/or in person (at Coxheath Primary School) – as required

Purpose:

To provide high-quality strategic leadership of governance across the Trust, ensuring that the Trust Board and its committees operate effectively, compliantly, and add value.

The Trust Governance Lead will act as the principal adviser to the Board and Chair on governance, compliance and risk, and will ensure that governance arrangements are clear, proportionate and aligned to best practice.

The role focuses on **governance quality, assurance and effectiveness**, rather than routine administrative delivery.

Key Responsibilities

Strategic Leadership of Governance

- Act as the lead adviser to the Trust Board, its committees and Members on governance, constitutional and regulatory matters
- Develop, maintain and review the Trust's governance framework (including Articles, Scheme of Delegation, Terms of Reference and Code of Conduct)

Coppice Primary Partnership

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- Support the Chair and CEO to ensure effective Board practice and decision-making
- Lead governance self-evaluation and support external reviews where appropriate
- Ensure governance arrangements remain proportionate and aligned to Trust priorities and growth

Governance Effectiveness and Development

- Lead the recruitment, induction and development of trustees and governors
- Support ongoing trustee development and board effectiveness
- Provide advice and guidance to committee and local governance chairs
- Ensure clarity of roles and responsibilities across Trust and local governance

Compliance Oversight and Assurance (Company Secretary Function)

- Provide oversight and assurance that the Trust meets its statutory and regulatory obligations, including the Academy Trust Handbook, Companies Act and charity law
- Advise the Board and CEO on governance-related risks and ensure these are appropriately reflected in the Trust's risk management processes
- Support the preparation of governance elements of the Trust's Annual Report and Governance Statement
- Ensure that all governance compliance activity (e.g. statutory registers, Companies House filings, GIAS, website requirements) is accurate, complete and timely

Note: *Administrative elements of compliance (e.g. filings, maintaining registers, updates) may be undertaken by administrative support. The Governance Lead retains responsibility for oversight, assurance and advice, rather than routine completion of tasks.*

Board and Committee Support

- Work with the Chair and CEO to plan the annual cycle of Board and committee business
- Advise on agenda planning, reporting and information flow to ensure effective decision-making and oversight
- Attend and support key meetings as required (e.g. Trust Board and selected committees)
- Ensure governance decisions, actions and assurances are appropriately recorded and monitored
- **Note:** *Administrative and clerking support will be provided through a combination of dedicated support capacity and digital tools. The Governance Lead will retain oversight of the quality, accuracy and effectiveness of governance records and meeting support arrangements.*

Oversight of Local Governance

- Provide oversight of governance arrangements at local level, ensuring alignment with the Trust's Scheme of Delegation
- Support consistency of practice across local governance bodies
- Ensure effective communication and escalation between local governance and the Trust Board
- Provide guidance and support to those involved in local governance

Governance Processes and Panels

- Advise on and support the governance aspects of complaints, exclusions and other panels as required
- Ensure that processes are compliant, robust and appropriately documented
- Support Chairs and panel members in understanding their roles and responsibilities

External Engagement and Development

- Keep up to date with governance developments, legislation and best practice (e.g. NGA, CST, DfE guidance)
- Provide updates and briefings to the Board as required
- Engage with relevant professional networks

Working Model

The Trust operates a distributed governance model, where:

- The Governance Lead focuses on strategic leadership, oversight and assurance
- Administrative and clerking functions are supported through dedicated admin capacity and digital tools
- Responsibility for governance effectiveness is shared appropriately between the Board, CEO and Governance Lead

Working Arrangements

This role is designed to be flexible and can be undertaken on a remote or hybrid basis.

The Trust is open to candidates who work remotely, including those working across multiple organisations, provided that they are able to:

- Attend key meetings (virtually or in person as agreed)
- Build effective working relationships with the Chair, Board and executive team
- Provide responsive support where required within the agreed hours

We recognise that governance professionals often work flexibly, and we are committed to supporting an approach that enables high-quality governance while remaining proportionate for the Trust.

The role is based on an annual hours model, recognising that governance activity is cyclical and often linked to meeting schedules rather than fixed weekly working patterns.

Working time may be undertaken flexibly, including during school holiday periods where agreed and appropriate. Annual leave entitlement will be provided in line with Trust policy and managed through the Trust's normal leave procedures.

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: