



JOB DESCRIPTION

Job Title:	Governance Professional to the Trust Board and Local Governing Committees
Grade:	H
Responsible to:	Chief Financial Officer
Direct Supervisory Responsibility for:	Assistant Governance Professional
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Members, Trustees, Local Governors, Headteachers, Senior Management Teams, Trust Shared Services (TSS) officers, school staff <u>External:</u> Providers of external services such as legal, audit, local authority, parents/carers

Main Purpose of Job

To lead the development and support of governance across the Trust.

To provide advice to the Board of Trustees and Members on governance, constitutional and procedural matters and contribute towards the efficient functioning of the Members, Trustees and Local Governing Committees (LGCs).

To provide effective administrative support to the Board of Trustees and its committees.

To ensure the Board of Trustees is properly constituted and to manage information effectively in accordance with legal requirements in consultation with the Chief Financial Officer (CFO).

To work with the Chair of Trustees and Chief Executive Officer (CEO) to develop and progress the SMART governance framework and other statutory and best practice activities.

To act as Clerk to the Local Governing Committees of each school, providing support and promoting the sharing of best practice.

To ensure all administrative requirements of Companies House are fulfilled.

Duties and Responsibilities

Governance Advice and Regulatory Framework

1. Advise the Board on its core functions and the Department for Education (DfE) Governance Handbook and Competency Framework for Governance.
2. Act as first point of contact to the Trust Board, providing advice on complex governance issues and referring to relevant professionals as appropriate.
3. Advise the Trust Board on governance, legislation and procedural matters before, during and after meetings.
4. Act as the first point of contact for Trustees with queries on procedural matters.
5. Access appropriate legal advice, support and guidance and, where necessary seek advice from third parties on behalf of the Trust Board and LGCs.
6. Inform the Trust Board of any changes to its responsibilities arising from a change in Trust status or changes in relevant legislation.
7. Advise the Board on the regulatory framework for governance, including relevant acts and regulations, articles of association, funding agreement and the Academy Trust Handbook.
8. Offer advice on best practice in governance, including committee structures and self-evaluation.
9. Advise on the annual calendar of governor meetings and tasks.
10. Arrange, advise on, and support various panel hearings, providing direction to the panel in conjunction with the Trust's external advisors.

Statutory and Regulatory Compliance

1. Assist with the development and review of governing documents, policies and procedures to ensure compliance with legislation, constitutional requirements and current best practice.
2. Maintain necessary documents to comply with legislation and procedures.

3. Keep up to date with current educational developments and legislation affecting educational governance; report such changes to Trustees and the CEO.
4. Carry out internal compliance checks to ensure that schools are working to Trust policies, procedures and practices, including statutory requirements, and provide support for any areas of development identified.
5. Assist in the annual review of statutory policies, or in line with statutory changes, ensuring revised policies are presented to Trustees accordingly.
6. Assist in the development and updating of the policy matrix to ensure consistency and best practice is maintained across all schools and to support an effective schedule of ongoing policy review.
7. Support the production of reports and data as requested demonstrating that statutory requirements are being met.
8. Maintain the Trust's GIAS and Companies House online accounts, ensuring all records are current and accurate.
9. Assist in maintaining the governance section of the Trust website, ensuring governance-specific information is current and published in line with statutory requirements.
10. Ensure governance-specific risks are identified and flagged for inclusion in the Trust's risk register.
11. Support the production of the annual report governance statement published with the Trust's annual accounts.

Effective Administration of Meetings:

1. With the Chair of the Trust Board, CEO and Chairs of Committees and Local Governing Committees, prepare focused agendas for all Trust Board meetings, committee and LGC meetings.
2. Liaise with those preparing papers to ensure they are available on time; distribute agendas and papers as required by legislation or other regulations.
3. Ensure all meetings are quorate.
4. Record attendance of Governors at meetings, including apologies and whether they have been accepted and take appropriate action in relation to absences.

5. Draft minutes of Trust Board, committee and LGC meetings, indicating who is responsible for agreed actions and associated timescales; send drafts to relevant chairs for approval within agreed timescales.
6. Circulate revised drafts to all Governors and relevant persons as agreed by the Trust Board.
7. Follow up agreed action points with those responsible and keep the Chair informed of progress.
8. Administer all aspects of Members' meetings, sharing relevant documentation throughout the year as agreed by the Members.
9. Coordinate the communication of information, decisions and actions clearly and in a timely manner between the Trust Board and LGCs.
10. Provide administrative support to Trust Chair, Vice Chair, Committee Chairs and Leaders of Trust Working Groups.

Trustee and Governor Membership:

1. Advise Trustees and Governors in advance of the expiry of their term of office so as elections or appointments can be organised in a timely manner.
2. Chair that part of the meeting at which the chair is elected, giving procedural advice on the conduct of elections.
3. Support the establishment of open and transparent vacancy-filling processes and procedures for election and appointment.
4. Assist in developing and maintaining a governance code of conduct and skills matrix.
5. Support a strategy for recruiting Trustees that ensures the Board and its committees are properly constituted and meet the needs of the organisation.
6. Lead on the induction of new Trustees and Governors, including sending induction materials and ensuring access to appropriate documents and the Code of Conduct.
7. Maintain a register of Trustees' and Governors' pecuniary interests; ensure the record of business interests is reviewed regularly, lodged at Trust Offices and published on the Trust website.
8. Ensure Disclosure and Barring (DBS) checks have been carried out on Governors and Trustees where appropriate and advise the Chair of potential disqualification.
9. Maintain records of relevant training undertaken by Governors.

10. Maintain Trustees' and Governors' meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
11. Advise the governing board on succession planning across all roles.

Information Management:

1. Maintain up-to-date records of the names, addresses and category of Trust Members and their term of office; inform the Trust Board and relevant authorities of any changes.
2. Maintain copies of current terms of reference and membership of LGC committees, working parties and nominated Governors (e.g. Safeguarding, Finance).
3. Maintain a signed record of minutes at Trust Offices; ensure copies are sent to relevant bodies on request and are published as agreed.
4. Maintain records of Governor correspondence.
5. Maintain an up-to-date, secure online storage area for Trustees and Members.
6. Assist in maintaining a Trust governance intranet page, ensuring documentation is current and accessible.
7. Develop and maintain a Trust governance policy register, advising on the policy review and approval cycle.
8. Ensure copies of statutory policies and other statutory documents are published as agreed, in line with statutory requirements.
9. Coordinate the flow of information between the Trust Board, Trust committees and Members, maintaining an up-to-date record of committee business.
10. Identify priorities, anticipate issues which may arise and draw these to the Chair's attention with proposed recommendations.

People and Relationships

1. Develop and maintain effective professional working relationships with the Chair, the Board and executive leaders.
2. Line manage the Assistant Governance Professional, including directing, supporting and conducting the annual appraisal.
3. Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

4. Lead termly Link Trustee network meetings with governors across the Trust.

Clerking of Local Governing Committees (LGCs)

1. Liaise with Chairs of LGCs to ensure agreed documentation (including copies of signed LGC minutes for all SMART schools) is available at Trust Offices.
2. Liaise with Chairs of LGCs to maintain an up-to-date central record of all LGC members and their terms of office; co-ordinate with Link Trustees regarding nominations for new LGC members.
3. Act as a point of reference for LGC governors, providing advice and guidance as appropriate.
4. Clerk any statutory appeal committees or panels the Board is required to convene.

Personal Development:

1. To undertake appropriate and regular training and development to maintain own knowledge and improve practice.
2. To keep up-to-date with current educational developments and legislation affecting school governance.
3. To participate in regular performance management.

Additional Responsibilities

1. Assist with the recruitment and appointment of Members, Trustees and Local Governors.
2. Contribute to the development and application of SMART policies, particularly those related to employment issues and associated governor hearings.
3. Maintain a file of relevant DfE, local authority and church authority (where appropriate) guidance documents.
4. Maintain archive materials.
5. Prepare briefing papers for Governors as necessary.
6. Perform such other tasks as may be determined by the Trust Board and LGCs from time to time.

Responsibilities applicable to all Trust employees

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child

protection, health and safety, equality and diversity, the Code of Conduct, and data protection.

2. To maintain confidentiality of information acquired in the course of undertaking duties.
3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.



PERSON SPECIFICATION

Job Title: Governance Professional

Department: Trust Shared Services

Attributes	Essential	Desirable	How identified
Relevant Experience	Experience of organising own time and managing diaries of others Experience of handling confidential material sensitively and in compliance with Data Protection legislation	Experience of clerking or a similar administrative/ advisory role Knowledge of School Governance procedures and legislation relevant to Academies Previous experience of governance	Application form / Interview
Education and Training	Attainment of 2 A levels or equivalent GCSE grade 4-9 (A*-C) in Maths and English or equivalent level 2 qualifications	NVQ3 Business Administration or equivalent experience Relevant CPD in governance or educational administration	Application form
Knowledge and Skills	Excellent interpersonal and communication skills Strong IT skills in Microsoft Word and Excel Ability to write agendas and record accurate and concise minutes	Ability to co-ordinate colleagues undertaking administrative tasks Familiarity with governance management platforms (e.g. GovernorHub or equivalent)	Application form / interview

	Ability to organise and prioritise and manage competing demands Ability to keep up to date with developments in educational legislation and guidance Driving licence or ability to access primary schools not served by public transport		
Any Additional Factors	A person of integrity Able to remain impartial Able to maintain confidentiality Flexible approach to working hours including availability for evening meetings Willingness to learn and commitment to best practice in all areas of work Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	Ability to be an active and full member of a team Availability to be contacted at mutually agreed times	Application form/ interview

Date Updated: June 2026

Updated by: Senior HR Officer