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| **Job Description – Governance Lead** |  |

Salary: SFCA Support Staff Pay Spine Starting Point 24 (pro rata)

The Clerk to the Governing Boards will be accountable to the Board of Trustees, working effectively with the Chair of Trustees, the Chief Executive Officer (CEO) of the MAT, the Chief Financial Officer (CFO) and other governors.

**Role Purpose**

To oversee all aspects of governance effectiveness and compliance within the trust, ensure governance adheres to good practice and meets all statutory and regulatory requirements, and provide strategic leadership of services that support governance across the trust.

### **Leading governance services**

* work with executives, strategic and operational leads to ensure support for governance is compliant, effective and contributes towards strategic priorities being met
* act as the lead adviser on issues relating to the governance of schools and or the trust
* developing and implementing the MAT’s strategy for effective governance support services
* managing a budget
* designing and monitoring the governance support structure
* assessing capacity and developing the structure in line with organisational growth
* ensuring effective communications are maintained with governing boards, governance professionals and stakeholders such as the DfE
* writing and presenting training and briefings

### **Lead adviser for issues relating to governance of MATs**

As well as acting as the main point of contact for queries relating to governance within the trust, lead governance professionals proactively update those governing by providing advice and guidance on:

* complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them
* quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk
* risk informed assessments of options for support and interventions to strengthen governance
* high level issue resolution
* highlighting evidenced based best practice, policy and thought leadership in school governance
* carrying out the duties of a company secretary (see below)

### **Developing governance**

In many cases, lead governance professionals clerk meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, they have a key role in:

* keeping the board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics
* setting the cycle of trust board and committee meetings and preparing focused agendas
* ensuring all meetings are inclusive and well structured
* satisfying all aspects of meeting compliance as stipulated in the trust’s articles of association and the Academy Trust Handbook, and in accordance with arrangements agreed by the board
* developing governing structures, particularly in relation to committee structures and the scheme of delegation, and routines across schools (hubs, locality models etc.) and monitoring effectiveness
* ensuring governing structures are developed in parallel with organisational growth strategies
* developing, reviewing and maintaining governance documents, such as articles of association, schemes of delegation, terms of reference, role descriptions and code of conduct
* developing record management and communication methods that are fit for purpose and maintain confidentiality
* overseeing a strategy and protocol for recruiting governors and trustees that ensures the board and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation
* leading on the strategy and planning of governance induction and CPD
* developing and overseeing systems for board self-evaluation and review, including commissioning of external reviews

### **Leading on compliance**

Lead governance professionals manage information and documentation that clearly details the trust’s governance arrangements and satisfies other statutory requirements, including (but not limited to):

* maintaining appropriate records of trust board and academy committee membership, along with any terms of reference
* maintaining a trust policy register and advising on the policy review and approval cycle
* ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (on the trust and/or school website) and in line with statutory requirements
* ensuring that governance-specific risks are included in the trust’s risk register
* supporting production of the annual report and governance statement published with the trust’s annual accounts
* managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
* developing trust-specific documents such as a governance code of conduct and skills matrix
* maintaining the trust’s online governance portal or equivalent
* the application of policies, procedures, and relevant legislation/guidance across the trust

### **Leadership management**

* overseeing recruitment and induction of the governance support team/clerks
* briefing and training staff
* conducting performance management and appraisals
* succession planning for different roles in the structure
* managing any budget and resources allocated to the governance support function

### **Maintaining relationships and communication**

Lead governance professionals develop and maintain productive working relationships while maintaining independence by:

* working collaboratively and holistically with stakeholders in and outside of the organisation so that governance supports and enables the operational delivery of strategic objectives
* ensuring relevant authorities are notified of changes to membership and governance structures as appropriate
* being a role model for effective and ethical governan

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| **Person Specification – Governance Lead** |  |

**Essential**

* Completed, or working towards the NGA Level 3 qualification or equivalent
* Proven experience in clerking and/or Governance support in educational context (FE experience is highly desirable but not essential)
* Strong understanding of statutory governance requirements
* A proactive, improvement focused mindset with the confidence to bring clarity and order to evolving structures
* The ability to build strong working relationships with senior leaders and Trustees
* Excellent organisational and communication skills, with an eye for detail and the ability to produce professional documentation
* A collaborative values-led approach with a genuine interest in supporting

educational improvement

* Able to maintain a professional and confidential approach at all times.
* Have a flexible approach to working hours.