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**Governance Professional**

**Job Description**

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| **Grade:** | **Kent Range KR7/8***240 hours/annum plus 17 hours/19.7 hours holiday entitlement* |
| **Responsible to:** | **Chair of the Trust Board and Chief Executive Officer** |

**Purpose of the Job:**

To be responsible for advising the trustees on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing body business and observe confidential requirements.

**Key duties and responsibilities:**

1. **Governance Support**

1. Keep abreast of current educational developments and legislation affecting schools and Multi academy Trusts

2. Provide advice to the Trust Board and Trust Committees. This will include core functions and DFE governance advice, including the Governance Handbooks and Competency Framework for Governance

3. Ensure the MAT complies with its Articles of Association and meetings of both the Board and Committees are run in accordance with such.

4. Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Trust Board

5. Inform the Trust Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.

6. Ensure that statutory policies are in place, and that these are revised when necessary

7. Produce the annual calendar for MAT Trust Board and associated sub-committees, and Local Governing Bodies Attend Trust Board, Finance & Audit and Education Committee meetings and take minutes.

8. Write minutes of the meetings for Chair’s approval and publication.

9. Ensure new Members and Trustees receive induction materials and complete the necessary checks. Ensure they have access to appropriate documents, including the agreed Code of Conduct.

10. Contribute to the induction of Members and Trustees taking on new roles, in particular Chair of the Board or Chair of a Committee and Link Committee Members

11. Identify priorities, anticipate issues which may arise and draw these matters to the Chair’s attention and propose recommendations

12. Support, administer and advise for any required panel process as required by the Trust Board.

13. Act as the point of communication for complaints that are referred to the Chair of Trustees and Chief Executive Officer.

14. Liaise with Governance Professional to ensure agenda items and actions are communicated between the LGB’s and Trust Board as necessary

**B. Membership and Information Management**

1. Advise in advance of the expiry of a Trustee and Local Governing Body governors’ terms of office and the impact this may have

2. Advise the MAT Board on the DfE’s recommendations and guidance in relation to Members and Trustees

3. Establish, in discussion with the Board, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner

4. Collate and maintain information about Members, Trustees and Governors and where required publish this information on the Trust’s website, notifying other statutory organisations are updated as required e.g. DfE, Companies House.

5. Investigate training opportunities as determined by an annual skills audit

6. Maintain a record of training undertaken by Members and Trustees.

7. Maintain meeting attendance records and advise the Chair of potential disqualification through lack of attendance.

8. Ensure business interest forms are completed and reviewed annually, and relevant information is published on the Trust website

**C. Effective Administration of Meetings**

1. With the relevant Chair, Chief Executive Officer (CEO), Chief Finance Officer (CFO) and Chief Operating Officer (COO), prepare a focused agenda for each of the Trust Board meetings and Local Governing Body meetings

2. Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or as stated in the articles of association

3. Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the relevant Chair and CEO and relevant leader

**D. Line management**

1. Support the clerk to the LGBs to ensure agendas and minutes are produced in a timely and consistent manner and are accurate and of high quality

2. Ensure the clerks are effective and efficient in supporting the delivery of governance in the local tier

3. Ensure the effective flow of information between all layers of governance and executive leadership

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the Members/Trustees.

**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: …………………………………………… Reviewed: October 2022

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.