



HEAD OF GOVERNANCE & COMPLIANCE

Job Description

Salary range:	£44,486 - £52,043pa depending on experience.
Grade:	Endeavour MAT Support Staff, Grade 11 (points 39-46)
Reports to:	Chief Operating Officer (COO), also the Company Secretary
Line manages:	Administration Assistant
Working pattern:	All Year Round, 37 hours per week
Key contacts:	Trustees, Members, LGB members, Trust Executive Team, Head Teachers, School Business Managers, and other colleagues as necessary

Job Purpose

The Head of Governance and Compliance will drive the ongoing evolution of the Endeavour MAT governance and compliance framework and will demonstrate a strong understanding of the Trust's governance structure, constitution, policies, procedures, scheme of delegation and other key documents; ensuring governance and compliance is delivered in line with these.

The post holder will contribute to the effectiveness of the Trust at the highest level, communicating within the Trust between Head Teachers, Governors, Trustees and Members on behalf of the CEO, Company Secretary and Chair of Trustees as well as operating as the Data Protection Officer of the Trust.

Principle Responsibilities & Duties

Governance

- Provide advice and support to the Board of Trustees on all aspects of corporate governance, regulation, and effective business conduct for the organisation, ensuring the highest standards of probity.
- Responsible for ensuring the Trust complies with relevant legal, constitutional, and regulatory requirements associated with the governance of the Trust, ensuring the effective operation of corporate governance, supporting the Board, its sub-committees, and Local Governing Bodies.
- Facilitate the strategic development of governance across the Trust, working closely with the Chair of Trustees and Company Secretary and taking the lead on developing new systems and effective ways of working and leading specific governance projects.
- Provide professional advice and guidance in the development of policies and processes to ensure the effective operation of Endeavour MAT governance structures and processes.

- Organise, manage arrangements for, and clerk Board and Board Committee meetings through the preparation of annual meeting schedules, business cycles, agenda & reports, minutes of meetings; ensuring follow up actions are completed, and appropriate reports and advice are presented to Members, Trustees, and Local Governors as appropriate.
- Lead on arrangements for support to Local Governing Bodies through the provision of governance support services (either through in-house provision or suitable contracted in services)
- Responsible for the compilation and keeping and, where relevant, publication of statutory books/ information in relation to Members, Trustees, and Local Governors, including pen portraits, the register of business and pecuniary interests, attendance records. Ensuring information is published on the Trust's and appropriate HM government websites as appropriate.
- Ensure that Trust Board and Committee meetings are properly constituted and organised with clear terms of reference, formulating agenda with the Chair, collating and distributing all papers and ensuring draft minutes are distributed in a timely manner.

Compliance

- Ensure the organisation and management of governance and Board meetings comply with statutory and regulatory requirements and reflect the Trust's protocols and policies on governance, including having oversight of accurate and timely governance records and controls.
- Ensure that non-meeting related governance is also compliant with all relevant government legislation, the Charities Act 2011, the Companies Act 2006, DfE/ESFA requirements and funding agreements, and the Academy Trust Handbook
- Oversee the development and review of the governing documents, policies, and procedures in compliance with legislation, constitutional or regulatory requirements and governance best practice.
- Develop, manage, and maintain the Trust's risk register and risk management policies in conjunction with the Chief Operating Officer.
- Be custodian of the Trust's Articles of Association, Scheme of Delegation and funding agreements, working in conjunction with legal advisors to the Trust, in ensuring all regulatory obligations are fulfilled.
- Responsible for the development and maintenance of the Trust's governance procedures and governance cycle, ensuring its alignment with strategic and operational planning requirements.
- Support due diligence activity of new schools joining the Trust, especially in relation to conversion and transfer of legal, governance and compliance arrangements.
- Lead on the co-ordination of key policies across the Trust, including defining which sit at school and Trust-level, and driving the production and updating of central Trust policies.
- Development and maintenance of the Trust policy schedule, compliance tracking mechanisms, and quality assurance processes to ensure policy documents meet the required standards.
- Responsible for managing the recruitment and induction of new representatives to the Trust's governance groups, promoting diversity, ensuring the Trust's skills mix is properly maintained and gaps are addressed, and ensuring that appointments are compliant, acting also as the lead on DBS disclosure checks for all in governance.
- Ensure governance and policy information is accurately published on the Trust and school websites and is compliant with statutory requirements.

- Ensure that all statutory books are maintained, and regulatory returns are completed and submitted to the Trust's regulatory bodies, including the maintenance and filing of Trust records with Companies House and the DfE.
- Act as the primary point of contact regarding complaints, including oversight of the management and administration of complaints, and compliance with the Trust's complaints procedures.
- Act as the Trust's Data Protection Officer, advising on all GDPR matters and ensuring all relevant compliance measures are in place as well as having oversight of the management and administration of Subject Access Requests and Freedom of Information requests.

Company secretarial practice

- Ensure that meetings of the Board and its Committees run efficiently and effectively, are properly recorded, and that Trustees receive appropriate support to fulfil their legal duties.
- Lead on the organisation and, implementation of governance elections, ensuring the highest standards of conduct and safeguarding proper procedures for the election and appointment of Members, Trustees and Local Governors.
- Assess the training needs of Members, Trustees and Local Governors through the development of skills audits and training and development plans.
- Lead on the statutory requirement to carry out regular reviews of governance and performance to enhance effective decision making, to ensure compliance with mandatory requirements and to evolve and continuously improve in line with good practice.
- Advise the Board on an appropriate approach to reviewing board performance and facilitating board evaluation.
- Assist in the implementation of corporate strategies by ensuring the Board's decisions and instructions are properly communicated and carried out, providing a central source of guidance on matters of business ethics as well as access to legal advice, managing contracted provision of legal advice and serving as the primary point of contact.
- Lead the process of non-financial compliance with the Trust's Articles of Association including the review and implementation of any required and approved changes.
- Ensure that the annual Members' meeting is held in accordance with the requirements of the Articles of Association and Companies Act requirements.
- Assist in the co-ordination of the preparation, publication, distribution and presentation of the annual report in consultation with relevant colleagues and Trustees.
- Ensure the Trust has a robust framework for compliance with existing and emerging national governance codes of conduct.
- Any other reasonable duties commensurate with the level for the post, which may be required from time to time.

Other

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

Additional information

Trust Board and Committee meetings, as well as Local Governing Body Meetings, take place in the evening and Time Off in Lieu will be given for attendance and other flexible approaches to work are supported by the Trust.

Person Specification

	Essential	Desirable/ An Advantage
Qualifications	Education to A-level standard.	<p>Educated to degree level in a relevant discipline such as law.</p> <p>Hold or be studying for The Chartered Governance Institute Chartered Governance Professional programme. Or hold a relevant Certificate level governance qualification *</p> <p>Hold a recognised qualification for the role of Data Protection Officer *</p>
Experience	<p>Experience of minute taking, servicing committees, and providing governance advice.</p> <p>Maintaining records and systems of reporting for compliance.</p> <p>Experience of data protection compliance and the application of data protection principles.</p>	Experience of supporting governance/ compliance in the public or charity sector.
Training	<p>Evidence of Continuing Professional Development.</p> <p>Willingness to undertake specific training/ study to complement experience if relevant qualifications not held/ completed *</p>	
Knowledge and Skills	<p>Demonstrable knowledge and understanding of governance & compliance.</p> <p>Able to use a range of standard ICT packages to a high standard (Excel; Word; Outlook; PowerPoint; MS Teams and SharePoint).</p> <p>Strong listening, verbal and written communication skills.</p>	Understanding of the education sector, relevant legislation, and regulatory requirements regarding governance in the state/ Trust sector.
Attributes and Qualities	<p>Ability to work independently and to fixed deadlines.</p> <p>Excellent organisational, planning and prioritisation skills.</p>	

Application Process

To Apply: Complete the online application process by visiting the Careers & Vacancies page of our Trust website www.endeavour-mat.co.uk We regret that we are unable to accept CVs.

Closing Date: Midnight on Sunday 3rd March 2024

Assessment: Assessment and interviews to be held w/c 11 March 2024

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check.