## Governance Roles at Coppice Primary Partnership

Coppice Primary Partnership (CPP) is a primary-focused Multi Academy Trust based in West Kent. We currently comprise three schools – Coxheath Primary, Loose Primary, and St Katherine’s School & Nursery and have a strong foundation on which to grow.

Our Trust is built on the values of **Excellence, Collaboration and Growth, and Stewardship and Responsibility**, and we are committed to ensuring every child receives an excellent education within their local community.

Governance is central to our work. We place high importance on strong, transparent governance that supports school leaders, holds them to account, and safeguards the Trust’s ethos and vision. Effective relationships between trustees, governors, school leaders and clerks are crucial to achieving this. We are now seeking to strengthen our governance support. This may be through:

* **A combined role**: a single Governance Professional covering both Trust Board/committee work and Local Governing Body (LGB) clerking.
* **Separate roles**: a Trust Governance Professional providing strategic leadership, compliance, and support to the Trust Board and committees, with additional Clerks providing administrative and clerking support to individual LGBs.

The **Clerk to LGBs** role offers flexibility: it can be appointed for one school only or across multiple schools within the Trust, depending on candidate availability and capacity.

Our governance meetings are **in person**, based at our schools. They typically start at **5:00pm or 5:30pm** and last for around **two hours**. The ability to build strong working relationships, work with discretion, and communicate effectively with governors, trustees, and school leaders is essential in both roles.

# Job Title: Clerk to Local Governing Bodies

# Hours/Weeks: 50 hours per annum per school (inc holiday entitlement) – with any additional hours paid by claim with prior agreement

# Salary: Kent Scheme E (£27,852 - £29,716 pro rata)

# Responsible to: Chair of Governors and Governance Professional

# Managed by: Governance Professional

# Locations: Coxheath Primary School (Stockett Lane – ME17 4PS)

# Loose Primary School (Loose Road – ME15 9UW)

# St Katherine’s School (St Katherine’s Lane – ME6 5EJ)

# Meetings run from 5:00pm to 7:00pm

# Purpose:

To provide high-quality administrative and governance support to Local Governing Bodies (LGBs), ensuring they operate efficiently, comply with statutory and Trust requirements, and effectively support and challenge their schools in line with the Trust’s Scheme of Delegation.

# Key Responsibilities

## Governance & Compliance

* Advise the LGB on its duties, powers, and compliance with the Trust’s Scheme of Delegation and Terms of Reference.
* Ensure governors are aware of statutory and Trust-wide policies and their responsibilities.
* Maintain registers of interests, attendance records, and training logs.

## Administration of Meetings

* Work with the LGB Chair, Headteacher and Governance Professional to draft agendas aligned with Trust priorities.
* Circulate agendas and papers within agreed timescales.
* Attend meetings, record high-quality minutes with clear actions and responsibilities, and circulate promptly.
* Ensure follow-up of actions and maintain accurate records

## Support for Governors

* Coordinate governor induction at LGB level, ensuring alignment with Trust induction.
* Signpost governors to training and record CPD undertaken.
* Provide ongoing advice on procedural and constitutional matters.

## Communication and Liaison

* Ensure LGB decisions and monitoring outcomes are communicated to the Trust Governance Professional.
* Facilitate two-way information flow between LGBs and the Trust Board.
* Support consistency of approach across all schools.

## 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: …………………………………

# Governance Role Responsibility Matrix

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| **Area** | **Trust Governance Professional (Strategic Lead)** | **Clerk to Local Governing Bodies (Operational Support)** |
| **Governance Advice & Compliance** | * Principal adviser to Trust Board, Committees, and Members on governance law, regulation, and best practice. * Ensure Trust complies with Articles, Academy Trust Handbook, Companies Act, Charity Law. * Oversee Trust governance framework (SoD, ToRs, Code of Conduct). | * Advise LGBs on their delegated responsibilities and powers under the Scheme of Delegation. * Ensure LGBs comply with Trust ToRs, policies, and statutory obligations. |
| **Company Secretary Duties** | * Maintain statutory registers (trustees, members, governors). * File returns with Companies House, ESFA/DfE (GIAS). * Ensure governance elements of Annual Report and Governance Statement are accurate. | * Not applicable. |
| **Strategic Leadership of Governance** | * Support governor/trustee recruitment, induction, CPD, and succession planning. * Plan board self-evaluation, external reviews, and governance development. * Ensure governance risks are reflected in the Trust’s risk register. | * Support LGB governor induction locally.• Maintain records of governor CPD and flag training needs to Governance Professional. |
| **Meetings: Trust Board & Committees** | * Lead planning cycle and agendas with Chair/CEO. * Circulate papers, advise on procedure, ensure compliance. * Attend and minute Trust Board and committee meetings (Finance & Audit, Education & Curriculum). | * Not applicable. |
| **Meetings: Local Governing Bodies** | * Oversee consistency of LGB meeting structures and documentation. * Provide templates, training, and quality assurance for clerks. * Receive summary reports and escalate issues to Trust Board. | * Prepare LGB agendas with Chair/Headteacher. * Circulate papers, attend meetings, draft and circulate minutes. * Track and follow up actions. |
| **Information Management** | * Ensure Trust website governance pages meet statutory requirements. * Maintain Trust policy register and governance documentation. | * Maintain local registers (business interests, attendance, training). * Provide accurate LGB membership and governor details to Governance Professional. |
| **Communication & Liaison** | * Manage flow of information between LGBs and Trust Board. * Report LGB outcomes to Trustees. * Maintain strong links with external governance networks (NGA, CST, local authority). | * Act as first point of contact for LGB Chairs. * Ensure timely upward reporting of LGB outcomes and concerns. * Share Trust updates with local governors. |
| **Safeguarding & Complaints** | * Support Trustees in managing complaints/appeals panels, exclusions, or safeguarding escalations * Ensure safeguarding responsibilities are discharged by governance. | * Record safeguarding governor monitoring in minutes. * Support complaints panels at LGB level when convened. |
| **Line Management** | * Line manage and performance review clerks.• Provide training, resources, and consistency across all LGB clerking. | * Report to Governance Professional for support, training, and appraisal. |