



JOB DESCRIPTION - GOVERNANCE PROFESSIONAL & COMPANY SECRETARY

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| RESPONSIBLE TO | Members of the Sir Roger Manwood's School Academy Trust |
| PAY RANGE | Kent Scheme F, 16 hours a week pro rata, term time only, £11,789 |
| JOB PURPOSE | <p>To provide advice and guidance to the governing board on governance, constitutional and procedural matters. To contribute towards the efficient and effective functioning of the governing board and its committees.</p> <p>To lead on the School's compliance with statutory requirements beyond governance, including Complaints.</p> <p>To advise on the School's compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance.</p> <p>To advise on procedural matters relating to the operation of the board.</p> <p>To act as the Clerk for two charities connected to the School - the Manwood Trust and the Foundation of Sir Roger Manwood's School.</p> <p>To advise on the terms of reference of the Full Governing Body, its committees and the trust members so that the school leadership as well as the Chair and Vice Chair are able to ensure that governance processes are followed correctly.</p> |

RESPONSIBILITIES

SECTION A: GOVERNANCE

Overall

- Manage and coordinate the efficient and effective operation of the Members of the Academy Trust, the Governing Body (GB) and its committees
- Lead on development of the governance framework and drive improvements to its systems, processes and structures
- Ensure Member, GB and committee meetings are efficient, effective and properly recorded
- Prepare annual company reports compliant with both financial and legal requirements
- Provide advice to Members and Directors (Governors) on constitutional and procedural matters
- Communicate with other professionals (e.g. lawyers, auditors, Department for Education) and stakeholders (e.g. students, parents, staff, wider public) as necessary
- Keep up to date with policy, legal and statutory requirements and managing information effectively
- Communicate GB decisions and ensure actions are implemented by those required to undertake them, reporting back as necessary
- Establish and monitor procedures to ensure compliance with the Articles of Association, Funding Agreement, the Academy Trust Handbook, company law and Charity Commission guidance
- Keep the GB's Terms of Reference up-to-date, which should reflect the above legislation and guidance
- Maintain confidentiality and the security of information and documents as required
- Lead the process of non-financial compliance with the Articles of Association, including management of any membership and governance reporting requirements
- Review, propose and implement approved changes to the Articles of Association
- In liaison with the Headteacher's PA, ensure that DBS checks and any required training are completed by Members and Governors

- Oversee organisation of the Governing Body and Link Governor visits, supporting lead governors with the production of evaluation reports

Effective organisation and administration of Member and Governor meetings

- Organise Member, GB and Committee meetings ensuring proper and appropriate co-ordination of meetings and an effective flow of information
- Collect, organise and distribute documents for meetings
- Keep the GB focused on its core strategic priorities
- In liaison with the Headteacher, produce a planner for the annual cycle of GB and committee meetings and prepare focused agendas
- Ensure all meetings are inclusive and well structured
- Satisfy all aspects of meeting compliance as stipulated in the Articles of Association and the Academy Trust Handbook, and in accordance with the GB's Terms of Reference

Manage statutory information and governance documentation

- Maintain appropriate records of GB and committee membership
- Review and maintain the GB's Terms of Reference
- Maintain company registers, including Register of Interests and Register of Persons of Significant Control
- Ensure that governance-specific risks are included in the Risk Register
- Coordinate preparation, publication, distribution and presentation of the annual report and governance statement published within the Annual Accounts
- Ensure that formal documentation is filed with appropriate bodies, as required e.g. keep Companies House and Get Information About Schools (GIAS) up-to-date and within the required time limit for any governance changes
- Maintain the online governance portal (Governor Hub)

Oversee governance membership and structure

- Ensure the meetings of Members, the GB and its committees are properly constituted
- Advise the GB on succession planning
- Support the Members and GB in developing effective and inclusive recruitment practices which promote diversity
- Oversee Member and Governor recruitment as required, advising on election and appointment procedures
- Oversee the induction of new Members and Governors
- Maintain a record of attendance at meetings and training sessions by Members and Governors, and to arrange for that attendance to be updated on the School website after each term
- Work with the School Business Manager to support the Governors in managing risk in relation to governor recruitment and training requirements.

People and relationships

- Work collaboratively with other key School personnel and stakeholders including senior leadership so that governance supports and enables the operational delivery of strategic objectives
- Work closely with the Chair of Governors and committee Chairs to ensure effective governance
- Ensure strong links between Governors and Members
- Maintain effective communications with relevant stakeholders

Evaluation and development

- Coordinate a programme of regular evaluation of the quality of governance, including skills audits and annual review of governance
- Coordinate and provide input to the annual Governor self-evaluation report
- Support the commissioning of external reviews of governance
- Facilitate training for those governing as required

Professional development

- Liaise with relevant professional organisations and networks
- Keep up-to-date with policy developments affecting governance of academy trusts
- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Attend briefings and participate in professional development opportunities
- Participate in regular performance management, led by the Chair of Governors
- Have or train towards a Level 3 Certificate in Clerking School & Academy Boards via ICSA or ISBL
- Attend, ICSA/ISBL or KCC training courses, as required.

Other duties

- Clerk panels as required, e.g. Complaints, Disciplinary, Capability
- Undertake the role of Complaints Coordinator as set out in the School's Complaints Policy
- Provide information, advice and guidance to the Headteacher regarding the School's response to complaints
- Coordinate and provide administrative support to ad hoc governor working parties as required
- Perform any other duties as may reasonably be required by the Chair of Governors which are considered to be commensurate with the job purpose and responsibility levels of the post

SECTION C: POLICIES

- Maintain the register of policies and oversee the regular review and approval cycle for all policies through liaison with relevant staff
- Ensure copies of statutory policies and other statutory documents such as the Scheme of Delegation and Register of interests are published as agreed (e.g. on the school website) and in line with statutory requirements
- Review and revise governance policies

SECTION D: CLERKING THE MANWOOD TRUST AND FOUNDATION OF SIR ROGER MANWOOD'S SCHOOL

- Manage and coordinate the efficient and effective operation of these two charitable entities that provide a mechanism for financial donations for the benefit of the school
- Ensure Trustee meetings are efficient, effective and properly recorded
- Prepare annual company reports compliant with both financial and legal requirements
- Provide advice to Trustees on constitutional and procedural matters
- Communicate with other professionals (e.g. lawyers and auditors) and stakeholders (e.g. students, parents, staff, wider public)
- Keep up to date with policy, legal and statutory requirements and managing information effectively
- Communicate Trustee decisions and ensure actions are implemented by those required to undertake them, reporting back as necessary
- Establish and monitor procedures to ensure compliance with their Constitutions and Charity Commission guidance, and in accordance with arrangements agreed by the Trustees
- Maintain confidentiality and the security of information and documents as required
- Lead the process of non-financial compliance, including management of any membership and governance reporting requirements
- Review, propose and implement approved changes to their Constitutions
- Maintain company registers, including Register of interests and Register of Persons of Significant Control, if needed
- Coordinate preparation, publication, distribution and presentation of any required documents for the Annual Accounts
- Ensure that formal documentation is filed with appropriate bodies as required e.g. Companies House, Charity Commission