



## **Barton Court Academy Trust**

### **Governance Professional and Committee Clerk Job Description**

Source NGA

#### **Governance professional - purpose of role**

Multi-Academy Trust governance professionals are responsible for overseeing all aspects of governance effectiveness and compliance within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:

- supporting the efficient and effective operation of the trust board and its committees
- ensuring governance at all levels is carrying out its functions
- Supporting the clerks of the Local Governing Board as required
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust

#### **Main duties and responsibilities**

##### **Effective organisation and administration of trust board meetings**

In most cases, 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
- 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 Academies Financial Handbook, and in accordance with arrangements agreed by the board of trustees

##### **Advice and guidance**

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

- the respective roles of members, trustees and academy committee members as required, including their duty to maintain the highest professional standards of conduct and ethics
- strategic leadership responsibilities
- best practice in academy trust governance, particularly in relation to committee structures and the scheme of delegation
- the application of policies, procedures and relevant legislation/guidance across the trust

##### **Manage statutory information and governance documentation**

Governance professionals should act as gatekeepers for 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 (e.g. 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

### Oversee governance membership and structure

In order to ensure the efficiency and effectiveness of the trust's governance framework, governance professionals are responsible for:

- ensuring the trust board and its committees are properly constituted
- advising the trust board on succession planning
- support the trust board in developing effective and inclusive recruitment practices which promote diversity
- overseeing member, trustee and academy committee member recruitment as required, advising on election and appointment procedures
- developing a trust-wide induction process for those governing
- supporting the recruitment and implementation of local tier interim advisory committees where these are considered necessary
- assisting in the process of new schools joining the trust by supporting, where necessary, the due diligence process along with the academy conversion process

### People and relationships

Governance professionals develop and maintain productive working relationships whilst maintaining independence by:

- working collaboratively with other key trust functions including Executive leadership so that governance supports and enables the operational delivery of strategic objectives
- working closely with the chair of trustees and committee chairs (including academy committee chairs) to ensure strong links between the trust board, members and the local Governing Bodies
- maintaining effective communications with relevant stakeholders such as the DfE, Local Authority, Local Governing Bodies

### Evaluation and development

In contributing to rigorous and effective methods of self-review across the trust, governance professionals are responsible for:

- coordinating the design and review of professional development plans for the chair of trustees and committee chairs (including each Local Governing Body Chairs)
- coordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- coordinating annual completion of the school resource management self-assessment tool
- supporting the commissioning of external reviews of governance
- developing and implementing a training programme for those governing

## Manage governance support team

In our medium-sized multi-academy trust, there is additional support below trust board level in the form of Local Governing Body Clerks as additional members of a central governance team. In this case, governance professionals will be responsible for:

- recruiting, managing and quality assuring the work of central governance team members and/or Local Governing Body Clerks, delegating responsibilities as appropriate
- coordinating the training, development and appraisal of members of the governance support team
- managing any budget and resources allocated to the governance support function

## Personal/professional development

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of governance professional include:

- liaising with relevant professional organisations and networks
- undertaking regular training including the pursuit of professionally recognised qualifications
- Receive accreditation of a Level 3 Certificate in Clerking School & Academy Boards via ICSA or ISBL if not already qualified
- Attend, ICSA/ISBL or KCC training courses for Clerk, as required.
- keeping abreast of policy developments affecting academy trust governance
- participating in regular performance management, led by the chair of the board of trustees

## Other duties

Governance professionals may also be asked to undertake the following duties:

- act as clerk to the members at general meetings
- Clerk one or more of the Local Governing Bodies for any school within the Trust
- source or provide clerking cover during times of absence
- clerk panels as required

## Local Governing Body Clerk (Individual academy committee clerk)

With BCAT, there are two Local Governing Bodies for each school and when the Free School opens, Barton Manor School, in September 2022 there will be 3. This posts requires the MAT Clerk to also clerk for Barton Court Grammar School and not The Charles Dickens School. In time the role of Clerk to Barton Manor School will be discussed. Local Governing Clerks (Additional academy committee clerks) will contribute towards the efficient and effective functioning of local committees through:

- administrative and organisational support
- advice and guidance to ensure that the committee works in compliance with the appropriate legal and regulatory framework, including the trust's scheme of delegation and the committee's terms of reference
- advice on procedural matters relating to delegated powers and responsibilities
- helping to ensure that committee business delivers high standards of challenge and support that compliments respective improvement plans
- advising on the application of local policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants
- assisting in the process of evaluating and developing the quality of governance at local level

## Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

### Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

### Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

### All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### Indicative Tasks as Clerk to BCAT/BCGS LGB

- Prepare the annual meeting schedule for BCAT, BCGS and CDS LGB, with the Executive Headteacher prior to circulation to Trustees/Governors and publication on the Governor Portal.
- Ensure that meetings are properly administered and membership of the BCAT Members, Trustees and all local governors are in accordance with legal requirements. Maintain the Trust terms of reference, to be approved annually at the first meeting of the academic year.
- Advise the Trustees and each Local Governing Board on procedural and regulatory issues providing support and guidance as appropriate. Ensure that all new Trustees/Governors have access to the Governor Portal and are aware of the information contained on it.
- Maintain a list of Members and Trustees of the Trust and Local Governors and terms of office. Issue letters of appointment to Members/Trustees and Local Governors, including the term of office, and arrange for a welcome pack to be sent to newly appointed Members/Trustees and Local Governors. Ensure the School's record at Companies House is maintained accurately.
- Maintain a record of committee membership and their terms of reference, to be approved annually at the first meeting of the academic year.
- Arrange both Parent Governor and Staff Governor elections as required.
- Prepare the agenda for meetings of the Trustees Director meeting and all its committees in consultation with the Executive Headteacher and Chair of BCAT to ensure the meetings are purposeful.
- Prepare the agenda for meetings of the BCGS LGB and all its committees in consultation with the Headteacher and Chair of BCGS LGB to ensure the meetings are purposeful.

- Attend all BCAT and BCGS meetings and take accurate notes. Ensure attendance and apologies are recorded and a comprehensive record of attendance, discussion and decisions is maintained. Prepare draft minutes to be approved by the Executive Headteacher and Chair of BCAT and Headteacher and Chair of BCGS LGB or appropriate committee chair, prior to publication on the Governor Portal. Ensure minutes are approved and signed at subsequent meetings and maintain the record of minutes. Ensure approved and ratified minutes are available for inspection on the School website.
- Maintain the list of BCAT Trustees and each LGB Governors' third party interests/business interests/conflicts of interest and ensure they are published on the School website.
- Liaise with all Trustees and each Local Governors eligible for election to a chair or vice chair vacancy to determine whether they are willing to be candidates. List on the agenda at which the election is to be held, those who are willing to be candidates, and act as non-voting Chair of Governors for the part of a meeting at which the Chair is elected to ensure that membership of the board is in accordance with legal requirements. Committee Chair to be elected/re-elected at the first meeting of each year.
- Ensure correspondence for Trustees/Governors is dealt with promptly.
- Organise and minute employee hearings and appeals conducted by the Trustees or BCGS Local Governing Body Committee panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.
- Organise and minute any complaint panel hearings conducted by the Complaints Panel as necessary and distribute notes promptly to attendees to ensure an accurate record is maintained.
- Attend and minute student disciplinary hearings as required.

Signed.....Date.....

January 2021