

Trust Governance Professional

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work across Clarion Corvus Trust

Salary

Scale G

Starting at point 18

14 hours per week

Term Time only - 38 weeks per year

Core Purpose

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.

Reporting Lines

Report to the Chief Executive Officer

Key Responsibilities

- Supporting the efficient and effective operation of the trust board and its committees
- ensuring governance at all levels is carrying out its functions
- 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
- establishing procedures for sound governance of the Trust and its academy schools.
- ensuring board meetings and committee meetings are efficient and effective and properly recorded
- providing advice to Trustees on constitutional and procedural matters
- communicating with other professionals and stakeholders (eg students, parents, wider public)
- keeping up to date with policy, legal and statutory requirements and managing information effectively
- communicating board decisions and ensuring actions are implemented by those required to undertake them, reporting back as necessary

- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association, the Academies Financial Handbook, Company law and Charity Commission guidance, and in accordance with arrangements agreed by the board of trustees
- maintaining confidentiality and the security of information and documents as required
- notifying relevant authorities of any changes to membership
- reviewing the academy's articles of association, proposing and implementing changes as appropriate
- maintaining a record of attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals
- ensuring systems and controls are in place to comply with obligations under data protection legislation, safeguarding guidelines and health and safety legislation

Provide advice and guidance on:

- any changes to the board's responsibilities as a result of a change in school status or changes in relevant legislation
- compliance with education legislation, funding agreements, charity legislation, company law and other relevant legislation and regulations
- risk management process and framework

Effective organisation and administration of trust board meetings

- 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, support 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 (eg 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 schools committee member recruitment as required, advising on election and appointment procedures
- developing a trust-wide induction process for those governing
- supporting the recruitment and management of local governing 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 senior 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 schools committee chairs) to ensure strong links between the trust board, members and the local tier
- maintaining effective communications with relevant stakeholders such as the local authority

Evaluation and development

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

- 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 and
- provide guidance and support to academy school committee clerks in their role.

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 should include:

- liaising with relevant professional organisations and networks
- undertaking regular training including the pursuit of professionally recognised qualifications
- 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
- source or provide clerking cover during times of absence and clerk panels as required.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.
- Undertake other tasks as required by the Trust Network Manager or the Academy CEO.
- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Assist in the development of academy policies when requested and effectively implement all academy policies within the department.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Accredited clerk programme certification/relevant clerk experience /or level 3 qualification NVQ3 in administration or equivalent GCSE grades to include numeracy and literacy. 	
Experience/ Knowledge	<ul style="list-style-type: none"> Experience as a clerk Experience and knowledge of education provision and governance Knowledge of governing / trust board procedures Experience of using Microsoft programmes Writing agendas and accurate concise minute taking Working accurately and effectively with highly detailed procedures 	<ul style="list-style-type: none"> Knowledge of educational legislation, guidance and legal requirements. Knowledge of GDPR legislation. Experience of working in a pressurised environment. Experience using GovernorHub.
Skills and Personal Attributes	<ul style="list-style-type: none"> Ability to organise time and work to deadlines. Working independently and using own initiative. Works methodically and has an eye for detail. A skilled communicator, able to convey complex information effectively to diverse individuals and groups. Good listening, oral and literacy skills. Able to research and keep up to date with changes in work practices, policies and procedures. Ability to negotiate and conciliate in difficult situations. Ability to give clear and consistent advice. Works well under pressure and to strict deadlines Shows sensitivity and understands the need for strict confidentiality. Displays a high level of personal integrity. 	
Equal Opportunities	<ul style="list-style-type: none"> A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity 	
Safeguarding	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
Other Requirements	<ul style="list-style-type: none"> Works well with people at all levels. Have a flexible approach to working hours. Have a positive attitude to personal development and training. Full UK driving licence and willingness to travel between sites 	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.