



The Three Saints Academy Trust – Governance Professional Governance Professional (GP) - Job Description

Appointment

Contract: Permanent, 6 hours per week, term time only

Responsible to: Chair of Directors & CEO

Key Role and Purpose

- To ensure that the Board of Directors and its committees are properly constituted and to assist the principals in their role as Returning Officer for parent and staff governor elections.
- To provide advice and guidance to the Board of Directors and its committees on governance, constitutional and procedural matters
- To provide effective administrative support to the Board of Directors and its committees.
- To manage information and correspondence effectively and in accordance with legal requirements and Trust procedures.
- To undertake relevant training and development.

Knowledge and understanding

The GP will:

- Know the features of effective governance, and the board's governance structure and core functions
- Understand their role as set out in legislation
- Understand key national education policies and the local education context in which the board is operating
- Know the board's duties under legislation and statutory guidance
- Understand the importance of the board adhering to and promoting the trust's internal procedures
- Understand the trust's governance structure, including legal structure and constitution
- Understand the principles of records management and have working knowledge of the Data Protection Act and Freedom of Information Act
- Understand the board's accountability to and relationship with other bodies (e.g. the Department for Education, ESFA and Ofsted)
- Know the board's code of conduct and strategic priorities
- Understand the trust's culture, values and ethos
- Know which information about pupil performance and financial management will be used by the board to hold leaders to account
- Know the scheme of delegation and articles for the trust



The Three Saints Academy Trust – Governance Professional Administration

The GP will:

- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
- Promote the use of project management tools (including risk registers) to support the chair
- Ensure that board papers are clear and accurate, and that minutes capture discussion points and actions
- Challenge the board if meetings are not conducted in a proper or orderly manner
- Support the chair & CEO in identifying priorities and upcoming issues when planning meetings
- Evaluate administrative procedures to ensure effectiveness, and adapting these where necessary
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on
- Maintain or help maintain accurate registers (e.g. register of interests, training log, skills audit and eligibility log)
- Establish and administer procedures for filling vacancies on the board
- Keep a record of attendance
- Understand the principles of confidentiality and apply this to their own work and that of the board
- Have an eye for detail and excellent proofreading skills
- Use technology effectively to streamline the board's processes, including the use of Governor Hub
- Communicate information clearly, logically and impartially by using a range of presentation methods as appropriate
- Have a systematic approach to managing documentation and other records that meets legal requirements for records management
- Have excellent time management skills
- Remain calm and maintain a high standard of work under pressure

Advice and guidance

The GP will:

- Provide appropriate information for the board and check the credibility of sources
- Update the board on changes to legal or statutory requirements
- Access third-party guidance on behalf of the board where necessary
- Inform the board about training and development opportunities
- Provide clear, logical and impartial advice to the board
- Clearly explain difficult concepts, including information on the board's legal duties
- Understand the principles of conflicts of interest, and is able to advise the board on managing and avoiding these



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- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct
- Speak out where the board is overstepping its strategic role or is not following the code of conduct

People and relationships

The GP will:

- Build effective professional relationships with the board, external contacts and others
- Use appropriate influencing skills to gain the board's confidence
- Establish effective channels of communication with the board, the wider school and any external contacts and partners
- Contribute to discussions about the design of trust committees and structures
- Advise the board when terms of office end, and assess the effect this will have on the board's skills mix
- Establish and facilitate transparent procedures to fill vacancies
- Help the board to create a culture in which challenge is welcomed
- Support the board when carrying out self-evaluation exercises
- Remain committed to improving own performance and that of others involved in governance, taking advantage of opportunities to attend training and development

Additional Duties

The GP may also be required to undertake the following additional duties if required:

- Organise and clerk any statutory appeal committees or panels that the trust is required to convene.
- Prepare briefing papers for the trust as required.
- Organise and clerk any complaints panels that the trust is required to convene.
- Perform such other tasks as may be determined by the CEO/Directors from time to time.
- Hold an enhanced DBS certificate.