

Job Description

Post Details	Last Updated: September 2024
Job title	Trust Governance Lead
Department	Central Team
Grade	LPT Grade 9
Place of work	Learning Partners Academy Trust central team offices in Guildford
Responsible to	Head of Operations
Responsible for	Clerk to Trustees
Internal communication	Executive Team & Heads of Service, Trustees, Governors, Local Governing Body (LGB) Chairs and Governance Professionals, Headteachers, School Business Managers, School Administrators
External communication	Suppliers and service providers and relevant agencies

A. Job Purpose Statement

The Trust Governance Lead will help Learning Partners become a 'leading trust where children thrive' by leading the strategic development of governance at all levels for the Trust. They will provide confidential, efficient, and responsive Governance support and guidance to the Trust Board on governance constitutional and procedural matters.

The post-holder will deliver these responsibilities with regard to the ethos and values of the Trust, in particular balancing the need for consistency across the Trust with having regard for local variation and uniqueness of each Trust school.

The post-holder will support the trust's strategy for partnerships and growth, assisting joint projects and supporting the on-boarding of new schools.

The post-holder will regularly review their own aims and objectives, provide evidence as appropriate to facilitate regular accountability review and update.

B. Key Responsibility Areas:

As directed by the Head of Operations provide

- Strategic leadership of trust governance.
- Continued development and embedding of a high-quality governance infrastructure of the Trust, driving continuous improvement in governance, processes and structures, ensuring these are sustained and sustainable into the future and ensuring that the Trust operates in line with these.

- Governance support and advice on good governance and practice to colleagues across the Trust and in particular to:
 - The Trust Board
 - Chief Executive
 - Senior Leadership Group (including school Headteachers/Principals)
 - Chairs and Members of the Local Governing Bodies (LGBs).

All trust employees will:

- Undertake any other reasonable duties expected of them, commensurate with their grade, as directed by their line manager.
- Follow the employee code of conduct and are thereby required to have due regard for safeguarding, health and safety in the workplace regulations, promote equal opportunity, exercise professionalism and uphold the values of members schools and Learning Partners.

C. Core Purpose of Role

This is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities.

Strategic Leadership of Trust Governance

As directed by the Head of Operations, support effective and clarity of decision-making through assistance with:

- Administration of the Trust's annual/termly cycle of meetings, (including the AGM, Board and Committee meetings).
- Effective agenda business planning and management.
- Timely production of the Board and Committee agenda, and accurate minutes of Board meetings.
- Occasional reporting on governance and related matters directly to Trustees, Board Committees and the CEO.
- Responsibility for management, development and maintenance of the Governor Hub including supporting colleagues and Trustees/LGB Members in their use and understanding of the system.
- Advising executive colleagues of actions agreed upon following meetings of the Board/Board Committees and monitoring of progress in relation to that through the RAG rated Outstanding Actions List.
- Management, development and review of governance processes and documentation taking account of best practice and/or statutory or regulatory requirements. This includes:
 - Scheme of Delegation
 - Accountability Framework
 - Trust Articles
 - Succession Planning
 - Recruitment and appointment of Trustees and LGB Members
 - Trust policies and procedures
 - Skills audits
 - Annual Chairs and Trustee appraisal
 - Governance satisfaction surveys
- Supporting and advising colleagues and Trustees on governance legislation, regulatory requirements, and procedural matters.
- Assistance in supporting the Trust's internal scrutiny function.

Supporting and advising the Board and CEO

- The postholder has personal responsibility for clerking Trust Board meetings and Committee meetings (in support of or the absence of the Clerk to Trustees).
- Working collaboratively with Executive Leadership to support the strategic objectives of the Trust and, subject to the direction of the Head of Operations, support drafting, formatting and reviewing of documentation for submission to the Trust Board/Trust Board Committees.

Trustee and LGB Member Training and Induction

To assist and support

- Trustee and LGB Member recruitment and appointment, induction, training and oversight of all records related to that on Governor Hub.
- Delivery, monitoring, and review of the annual programme of training for Trustees and LGB Members.
- Management of Trustee, LGB Member (and other) registrations and subscriptions for NGA, NGA Learning Link and The Key Knowledge, including annual evaluation and report on use and value for money of these facilities.
- Where required, delivery of governance and related training to Trustees/LGB members and liaising with senior colleagues and Heads of Service regarding occasional delivery of training in their area of expertise.

Staff Support

- Provide support and line management to the Clerk to Trustees.
- Undertake performance management with the Clerk, identifying training needs and objectives that are aligned with the Trust Development plan and vision.
- Via the Clerk to Trustees, provide a responsive support network for LGBs' Governance professionals.
- Create and implement a training and communication forum for LGBs' Governance Professionals that provides regular legislative updates and Trust development aims.

Support for Local Governing Bodies

- Support Local Governing Bodies with drafting termly Model Agenda.
- Liaising, supporting and advising LGB Governance Professionals, Chairs, Governors and School Senior Leaders in understanding the LGB remit, constitution, process, termly agenda and expectations of Trustees.
- Ensuring smooth and consistent LGB functionality in line with the requirements of the Trust Board.

Other

- To support the Trust Compliance Manager in governance related compliance including processes and procedures and occasional support for the Trust Compliance Manager.
- To support the Policy Management and Review process, advising colleagues and Trustees as required on correct process and delegations.
- The postholder is a key point of contact for queries relating to governance within and externally to the Trust and is required to be proactive.

D. Expectations

The post holder is expected to take a leadership role in promoting the Learning Partners values:

Ambition for All – we will always strive for excellence – in every school, for every child.

Better Together – we will collaborate and work together in partnership with others to improve outcomes for all.

Learning that Inspires – We will enable everyone to access inspirational and thoughtful learning, stretching their horizons.

Brave Innovators – We will restlessly pursue creative and innovative ways of enriching the education of all children.

Guided by Integrity – We will be open, transparent and make decisions fairly.

All Learning Partners staff are expected to:

- Contribute effectively to raising student achievement and maintain a positive and supportive culture where all can fulfil their potential and be happy.
- Positively support equality of opportunity and equity of treatment to colleagues and students.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
 - Following local codes of safe working practices and the School's Health and Safety Policy.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

E. Summary

Every effort has been made to explain the main duties and responsibilities of this role, however, each individual task undertaken may not be explicitly identified. You will be expected to comply with any reasonable request from the CEO and your line manager to undertake work of a similar level not specified in this job purpose.

As the Trust and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Trust expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training if necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

F. Person Specification

This section describes the knowledge, experience and competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

		Essential/Desirable
Education & qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent 	E
	<ul style="list-style-type: none"> Relevant vocational and/or professional qualification(s) relating to governance 	D
	<ul style="list-style-type: none"> Relevant vocational and/or professional qualification(s) relating to business administration 	E
	<ul style="list-style-type: none"> Full driving licence to enable movement between sites 	E
Knowledge/ experience	<ul style="list-style-type: none"> Previous senior level experience of supporting/managing governance processes within a Multi Academy Trust or broader Education Sector 	E
	<ul style="list-style-type: none"> Thorough grasp of governance regulation and legal requirements to which Multi Academy Trusts are subject 	E
	<ul style="list-style-type: none"> Senior level experience of agenda management and preparing high-quality supporting reports and minutes. 	E
	<ul style="list-style-type: none"> Proven successful track record of relationship management with external organisations, senior colleagues and Trustees 	E
	<ul style="list-style-type: none"> Proven successful track record of relationship management with external organisations, senior colleagues and Trustees 	E
	<ul style="list-style-type: none"> Previous Experience of managing staff 	E
	<ul style="list-style-type: none"> Experience in delivering training to stakeholders 	E
	<ul style="list-style-type: none"> Knowledge and understanding of DfE guidelines and Ofsted framework 	
	<ul style="list-style-type: none"> Knowledge of risk management 	D
	<ul style="list-style-type: none"> Experience in managing a formal complaints process (including training in managing conflict, difficult situations, customer care etc) 	D
Skills/abilities	<ul style="list-style-type: none"> Proven communication and mediation skills: able to provide effective communication with stakeholders at all levels, especially through a period of significant change 	E
	<ul style="list-style-type: none"> Proven ICT skills - ability to produce a range of reports and provide information in a practical and understandable format 	E
	<ul style="list-style-type: none"> Able to respond flexibly and adapt to changing deadlines 	E
Aptitudes/ personal qualities	<ul style="list-style-type: none"> Understanding and commitment to safeguarding and promotion of the welfare of children and young people and ensuring they are protected from harm 	D
	<ul style="list-style-type: none"> Excellent self-management, including time management, working under pressure and meeting deadlines 	E

	<ul style="list-style-type: none"> • Commitment to professional development to improve own practice/knowledge 	E
	<ul style="list-style-type: none"> • Commitment to the safeguarding and welfare of all students 	E
	<ul style="list-style-type: none"> • Discretion and integrity 	E
	<ul style="list-style-type: none"> • Understanding of the Trust's ethos, values and vision 	D

Signed (postholder): _____

Date: _____