



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Role: Governance Officer (Committees)

Responsible for: Subject to the direction of the Senior Governance Lead, to work collaboratively with Governance Team colleagues with particular focus on Committee, AGB and Clerking management and support.

Responsible to: Senior Governance Lead.

Purpose of Role

This is an exciting and interesting opportunity to work at the heart of the Trust in the new Governance Team.

This post is responsible for supporting the Senior Governance Lead and advising on Trust Governance, including co-ordination and support of the 25 Academy Governing Bodies (AGBs), the Chairs and Governors and the team of Academy Clerks. Good high level experience of servicing committees or similar groups is therefore essential.

We are looking for a flexible, motivated and enthusiastic colleague to join our small and busy Team and to provide proactive and high quality governance support for the Trust.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, that you will be expected to demonstrate in your working practices.

1.	<p><u>Applied Knowledge and Expertise</u></p> <p>Uses significant expertise and experience of Committee administration to provide proactive and high quality governance support for the Trust, including:</p> <ul style="list-style-type: none">• Responsibility for servicing a Board Committee, the termly Chairs Forum, a minimum of three Academy Governing Bodies (AGB)*, the TSA Committee and related meetings, Headteacher Termly Business meeting and, as required, servicing/supporting occasional Governor Panel, Executive and other meetings called from time to time. <p><i>*Note: a specific portfolio of AGBs and Executive Groups, which may be varied from time to time, will be agreed with the post holder).</i></p> <ul style="list-style-type: none">• Manages and -reviews the AGB business cycle, co-ordinating, issuing and supporting Chairs and AGB Clerks with the draft termly AGB agenda, finalising the agenda and managing procedures related thereto, working
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closely and effectively with team colleagues, senior leadership and Governors.

- Applies experience and knowledge to support and ensure the effectiveness of AGBs in fulfilling their remit and delegated powers and in application of the Governor Toolkit. This includes completion of the termly formal meeting pro-forma and and Clerk's feedback , drafting the composite summary report for the Performance and Standards Committee and taking actions required arising from this. Ensures effective feedback from and to AGBs and Committees, alerting the Senior Governance Lead and senior colleagues to issues arising at AGB (and other) meetings.
- Within Trust guidelines and deadlines, drafting agenda, reports and minutes to the very highest standard. This includes preparing draft documentation for agreement with the Chair(s)/Senior Governance Lead and Executive colleagues and liaising with other report authors regarding timely submission of reports. Seeks the approval of Chairs to minutes and arranges distribution via Governor Hub. Undertakes follow-up actions from meetings, as required. (The format and detail of minutes will vary according to the nature of the meeting and will often require the record of discussion to provide clear evidence of active Trustee/Governor engagement and challenge).
- Maintains and progress chases the Outstanding Actions Lists arising from meetings, reporting as necessary to the Senior Governance Lead.
- Supports the Senior Governance Lead in managing and monitoring linkages between the various layers of governance – local, regional and Board/Trustee – to ensure that the flow of information between the various layers of governance – local, hub, Trustees – is functioning effectively and flows efficiently both ways.
- Briefing and keeping Chair(s) and members of Committee(s) and AGBs informed, including, if required, preparation of a Chair's Briefing Paper in advance of each meeting.
- Manages and supports AGB Clerks in presenting agenda items and advising meetings on procedure and the remit of the AGBs. This includes liaising with AGB Chairs, Clerks and Academy Heads to finalise, within the timescales required, the termly agenda, managing the annual/termly Programme of AGB business. The role includes advising, guiding, and supporting the remit and procedure of AGBs and identification of Governor Training requirements.
- Supporting Trust compliance projects and reviews.
- Deputises for the Senior Governance Lead and covers for other members of the Governance Team as required.
- Applies insights from professional training, ideally ICSA qualified or through the National Training Programme for Clerks to manage Committee / AGB business and support Trust governance.
- Applies knowledge of governance in the Education sector, the Trust Scheme of Delegation and the L.E.A.D. governance and legislative framework to their work and knows how to access appropriate legal advice, support and guidance on an as needed basis.
- Uses experience of dealings with Trustees, Governors, EMT and other colleagues within the Trust to apply political sensitivity, discretion and strict confidentiality at all times.



2.	<p><u>Decision Making and Problem Solving</u></p> <ul style="list-style-type: none">• Supports, manages and reviews the annual/termly AGB business cycle, ensuring that all AGB meetings have an allocated, experienced Clerk and that the allocated Clerk works effectively with the AGB Chair and Academy Head.• As directed by the Senior Governance Lead, maintains the agreed style, format and content of all agenda, reports and minutes of the Trust.• Supports the Senior Governance Lead with review and maintenance of the Trust Scheme of Delegation, the Board, Committee, AGB Outstanding Actions Lists, the Trustee and Governor Handbook and supporting Governor Toolkit including identifying any training requirements arising from those documents.• Supports the annual Trustee/AGB skills audit and self assessment exercise.• As required, undertakes research, analyses data and produces reports, briefings and management information for a range of internal and external audiences.• Quality assures the work of the AGB Clerks including minutes and records, ensuring that they are consistent and in line with the format, style and content required by the Trust and are up to date and filed on the Trust Governor Hub system. This includes drawing the attention to the Senior Governance Lead to any concerns/issues arising at AGB level.• Monitors and supports AGB effectiveness including compliance with statutory and regulatory requirements in relation to governance, effective challenge in line with the Governor Toolkit and tracking and promoting good practice, facilitating the right mix of skills on AGBs, identifying where local interventions are necessary and following up any actions.
3.	<p><u>Resource Management</u></p> <ul style="list-style-type: none">• Day to day management of the team of Trust Clerks and/or the relationship with the agency(ies) providing Clerks including liaison, training and quality assurance of their work.• Day to day supervision of the Governance Team.• Supporting the training needs of Trust Clerks.• Oversees management of Governor Hub, ensuring maximum exploitation of the system and that the structure, format and use of the system is up to date effective and efficient.• Supports annual audits of the structure and use of the system, reporting to the Senior Governance Lead.• Oversees preparation of the co-ordinated annual Calendar of AGB meetings.
4.	<p><u>People Leadership/Development</u></p> <ul style="list-style-type: none">• Ensures effective management, training, annual appraisal and liaison with the Part-time clerking team, including supporting, co-ordinating and



	<p>recruitment, quality assurance and AGB allocation, ensuring that all formal AGB meetings are supported by an effective clerking service.</p> <ul style="list-style-type: none">• If necessary, covers AGB meetings personally where it is not possible to re-allocate clerking duties for absent team members.• Supports the Senior Governance Lead with Governor training, as required.• Willing to attend appropriate training and development, including Trust briefings.• Covers for the Governance Team colleagues as required.
5.	<p><u>Influencing and Managing Relationships</u></p> <ul style="list-style-type: none">• Works collaboratively with a wide range of stakeholders, including the Chairs of Board Committees and AGBs, EMT members, the Senior Governance Lead, Governance Team colleagues, Central MAT colleagues, Headteachers and AGB Clerks.• Supports the Senior Governance lead in managing and monitoring the flow of information and linkages between the various layers of governance – local, regional and Board/Trustee – so that information flows efficiently both ways, including supporting management of annual strategic events for Members, Trustees, Head Teachers, Chairs and Governors.• Effective communications (both verbal and written) with all levels of staff across the Trust.• Ability to work with colleagues in a collaborative and team-focused way and contribute to a positive team climate.• To be flexible and be able to prioritise workloads in order to complete additional tasks given by the Senior Governance Lead at short notice.• Supports the Induction Programme for newly appointed Members, Trustees and Governors.
	<p>The Postholder will from time to time be required to undertake other duties of a commensurate level as reasonably required by the Senior Governance Lead. (Please note: This job description is not, and is not intended to be, a comprehensive description of all the duties involved.)</p>

May 2019



L.E.A.D Governance Officer (Committees)

This person specification lists the competencies expected of an experienced/fully trained Governance Officer (Committees).

The two right hand columns provide guidance for the appointment. (E= Essential criteria, D=Desirable criteria).

			E	D
1	Skills, knowledge and aptitudes	The L.E.A.D. Governance Officer (Committees) should be able to provide evidence of the following:		
		<ul style="list-style-type: none"> ability to assume full responsibility for both the efficient day to day functioning of the L.E.A.D. Governance Officer (Committees) role as well as developing the role further 	E	
		<ul style="list-style-type: none"> excellent communication skills, both written and oral, with the ability to communicate effectively with people at all levels 	E	
		<ul style="list-style-type: none"> high level administrative and organisational skills 	E	
		<ul style="list-style-type: none"> able to work as part of a team and contribute towards its success 	E	
		<ul style="list-style-type: none"> record keeping and information retrieval 	E	
		<ul style="list-style-type: none"> experience of effectively organising meetings 	E	
		<ul style="list-style-type: none"> knowledge of Academy Governing Body (AGB) procedures 		D
		<ul style="list-style-type: none"> knowledge of safeguarding best practices and legislation 		D
		<ul style="list-style-type: none"> knowledge of educational legislation, guidance and legal requirements 	E	
		<ul style="list-style-type: none"> knowledge of the respective roles and responsibilities of the AGB, the head teacher, the LA and the DCSF 		D
		<ul style="list-style-type: none"> knowledge of Equal Opportunities, Human Rights and Data Protection legislation 	E	
		<ul style="list-style-type: none"> Experience of preparing for Ofsted 		D
		<ul style="list-style-type: none"> able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint and be familiar with other bespoke databases. 	E	
		<ul style="list-style-type: none"> able to work to tight deadlines, managing and prioritising time effectively. 	E	
<ul style="list-style-type: none"> self-starter, with and ability to work independently & use own initiative to overcome obstacles. 	E			
2	Qualifications and Training	The L.E.A.D. Governance Officer (Committees) should have:		



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		<ul style="list-style-type: none"> • minimum of A-level or equivalent education 	E	
		<ul style="list-style-type: none"> • a relevant further qualification relating to governance, clerking or Committee Administration 	E	
		<ul style="list-style-type: none"> • DSL training qualification 		D
3	Experience	The L.E.A.D. Governance Officer (Committees) should be able to produce evidence of:		
		<ul style="list-style-type: none"> • managing high level Committee administration including managing and producing agenda, reports, minutes and taking follow-up action in relation to these 	E	
		<ul style="list-style-type: none"> • supporting and servicing high level Executive groups or similar 	E	
		<ul style="list-style-type: none"> • working with Board/Committee Members and senior colleagues in managing Committee related business 	E	
		<ul style="list-style-type: none"> • supervising a team 	E	
		<ul style="list-style-type: none"> • working in an environment where experiences included taking initiative and self-motivation 	E	
		<ul style="list-style-type: none"> • working as a member of and supervision a team 	E	
		<ul style="list-style-type: none"> • experience of dealing with confidential information 	E	
4	Personal Attributes	The L.E.A.D. Governance Officer (Committees) should:		
		<ul style="list-style-type: none"> • have an openness to learning and change 	E	
		<ul style="list-style-type: none"> • have a positive attitude to personal development and training 	E	
		<ul style="list-style-type: none"> • be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E	
		<ul style="list-style-type: none"> • demonstrate good interpersonal skills 	E	
		<ul style="list-style-type: none"> • demonstrate integrity, confidentiality, impartiality and empathy 	E	
5	Special Requirements	The L.E.A.D. Governance Officer (Committees) should:		
		<ul style="list-style-type: none"> • be available to be contacted at mutually agreed times 	E	
		<ul style="list-style-type: none"> • be able to travel to meetings 	E	
		<ul style="list-style-type: none"> • be willing occasionally to attend evening meetings 	E	

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