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| **Job Description** | |
| **Job Details** | |
| **Post Title** | Head of Governance |
| **Responsible to** | CEO |
| **Purpose of job** | |
| The Head of Governance is 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 will be achieved by:   * supporting the efficient and effective operation of the Trust Board, its committees and local governing bodies (LGBs) * leading on the development of the Trust’s governance framework and driving improvements to its systems, processes and structures * managing and co-ordinating the delivery and ongoing improvement of governance support across the Trust, including supporting internal and external audit   The Governance Lead will also act as Company Secretary, including:   * preparing annual company reports, compliant with both financial and legal requirements * providing advice on constitutional and procedural matters * communicating with other professionals (e.g., lawyers and auditors) and stakeholders (e.g., DfE, ESFA) * keeping up to date with policy, legal and statutory requirements * notifying relevant authorities of any changes to membership | |

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| **Responsibilities** |
| **Effective organisation and administration of meetings**  The Head of Governance will clerk meetings of the members, the Trust Board and committees including:   * agreeing and setting the cycle of meetings and preparing focused agendas * ensuring meetings are efficient and effective, properly recorded including clarity on agreed actions and timescales * satisfying all aspects of meeting compliance as stipulated in the Trust’s articles of association and the Academies Handbook, and in accordance with arrangements agreed by the board of trustees (eg standing orders, terms of reference and scheme/s of delegation) * communicating board/committee decisions and ensuring actions are implemented by those required to undertake them and reporting back as necessary * maintaining a record of attendance at meetings and training sessions by those governing   **Advice and guidance**  As well as acting as the main point of contact for all queries relating to governance within the Trust, the Head of Governance will proactively update those governing by providing advice and guidance on:   * the respective roles of members and trustees as required, including their duty to maintain the highest professional standards of conduct and ethics * best practice in academy Trust governance, particularly in relation to governance structures and processes * the application of policies, procedures and relevant legislation/guidance across the Trust   **Statutory information and governance documentation**  The Head of Governance will act as gatekeeper 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 members, Trust Board and 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 in line with statutory requirements * supporting production of the annual report and governance statement published with the Trust’s annual accounts * managing the flow of information between members, the Trust Board and its committees * developing Trust-specific documents such as a governance code of conduct and skills matrix * maintaining the Trust’s online governance portal (or equivalent)   **Governance membership and structure**  In order to ensure the efficiency and effectiveness of the Trust’s governance framework, the Head of Governance is 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, inclusive recruitment practices which promote diversity * overseeing member, trustee and committee member recruitment as required, advising on election and appointment procedures, and ensuring that the necessary checks are conducted * developing a Trust-wide induction process for those governing * 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**  The Head of Governance will develop productive working relationships whilst maintaining independence by:   * supporting the work of Trust leaders in the implementation and compliance of policies, systems, and procedures regarding statutory and legislative obligations. * 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 to ensure strong links between all those governing * maintaining effective communications with relevant stakeholders   **Evaluation and development**  In contributing to rigorous and effective methods of self-review across the Trust, the Head of Governance is responsible for:   * Co-ordinating the design and review of professional development plans for those governing * Co-ordinating a programme of regular evaluation of the quality of governance, including skills audits and effectiveness reviews * Supporting any external reviews of governance, including governance aspects of any Ofsted inspection * Developing and implementing a training programme for those governing * A ‘dotted line’ responsibility for the clerks of the Local Governing Bodies, providing support, advice and guidance to the clerks of the LGBs, including quality assurance of minutes   Other responsibilities:   1. Manage the Trust’s relationship with its external legal advisors 2. Secretarial support to the Trust Strategic Development Group and Operations Group |
| **Assessment and Reporting** |
| * Standard of work will be assessed by the CEO and as such the Governance Lead will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions. |
| **Student Care Role** |
| * The Governance Lead will follow the Trust’s procedures for student contact & welfare. * All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer. |
| **Training and Development** |
| * Training and development will be given to ensure that the Governance Lead is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust. |
| **Communication** |
| The Governance Lead will:   * seek to respond to work-related matters within the same working day wherever possible * represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment |
| **Discipline, health and safety** |
| All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere. |
| **Hours of work** |
| * The Head of Governance is employed for 37 hours per week for 52 weeks per year |

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| **Collegiate responsibility** |
| In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:   * providing a courteous and efficient service to students and staff at all times; * using their influence with other staff and students to promote high standards of behaviour * reflect our approach to developing a strong and effective CORE team, enabling our schools to deliver and achieve our mission |
| **Performance Management** |
| The Head of Governance be subject to the Brooke Weston Trust’s Performance Management arrangements as set out in the relevant policies.  **Appraisal**  The Head of Governance will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance. |
| **Role Review** |
| This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval. |