



The Kite Academy Trust

# Governance Professional

## Job Description

### Main purpose of the role

Reporting to the Chair of Trustees, the Governance Professional contributes to the efficient and effective functioning of the governance of the Trust and is responsible for ensuring that governance adheres to good practice, meeting all statutory, regulatory and compliance requirements. The Governance Professional oversees all aspects of governance and compliance by providing:

- administrative and organisational support to ensure the efficient and effective operation of the Board of Trustees and its committees (including Academy Councils) and the Members
- guidance to ensure that all levels of governance work in compliance with the appropriate legal and regulatory framework and understand the potential consequences for non-compliance
- advice and guidance on constitutional and procedural matters relating to the operation of the Board of Trustees and the Members
- oversight and coordination of the delivery, and ongoing improvement, of governance functions across the Trust

### Key Duties

#### Co-ordinating governance support across the Trust

- work with governance stakeholders and executives to ensure support for governance is compliant, effective and contributes towards the Trust's strategic aims
- oversee and monitor the governance support structure
- act as the adviser on issues relating to the governance of the Trust and its academies
- research and share evidenced-based best practice, policy and procedures in multi-academy trust governance
- assess capacity and develop the governance support structure in line with organisational growth, including relevant personal development in support of career progression
- ensure effective communication is maintained between all levels of the Trust's governance structure and external stakeholders (such as the Department for Education)
- facilitate governance networks across the Trust

#### Organising meetings, hearings and appeals

The Governance Professional prepares for and administrates meetings of the Board of Trustees (and its committees) and the Members, in addition to hearings and appeals (admissions/exclusions/complaints). The Governance Professional supports the effective operation of these meetings/hearings by:

- working with relevant colleagues to prepare agendas and liaising with those preparing meeting/hearing papers to ensure timely submission
- convening meetings and distributing papers as required by legislation and policy
- ensuring meetings are quorate, inclusive and well-structured
- overseeing election of officers
- recording attendance/apologies and taking appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales
- circulating draft and approved minutes to the relevant persons within the agreed timescale, and ensuring a signed copy is retained
- following up on action points with those responsible and ensuring progress
- ensuring outcomes are communicated with relevant parties, where required

- being instrumental in setting the cycle of all meetings within the Trust's governance structure (Members, Board of Trustees and committees, Academy Councils), ensuring that scheduled frequency meets the requirements of the Trust's Articles of Association.

For meetings of the Board of Trustees, the Governance Professional has a key role in:

- keeping the Board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics
- satisfying all aspects of meeting compliance as stipulated in the Trust's Articles of Association and the Academy Trust Handbook, and in accordance with arrangements agreed by the Board
- supporting the Board with self-evaluation and review

#### **Providing advice and guidance**

- advising on legal duties and governing practice
- advising on constitutional requirements
- advising on statutory guidance and policies
- advising on annual tasks and decisions
- advising on governance stakeholder CPD
- accessing external advice as appropriate
- supporting issue resolution

#### **Administration and record keeping**

The Governance Professional supports compliance by maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- maintaining membership records including personal details of Members, Trustees and Academy Council Governors, terms of office and informing any relevant authorities of changes to membership details or governance structure, as appropriate
- advising Trustees and Academy Councils in advance of the expiry of a term of office and the impact of this on capacity, diversity and skills mix
- establishing, in discussion with the Board of Trustees, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of Trustee/Governor elections
- reviewing, maintaining and developing governance documents, such as Articles of Association, Scheme of Delegation, terms of reference, role descriptions, code of conduct, reference guides, Academy Council monitoring documentation and templates
- collating, maintaining and ensuring correct publication of information about governance stakeholders such as membership information, pecuniary interests and meeting attendance
- maintaining a central record of CPD completed by all governance stakeholders and ensuring compliance with mandatory training requirements
- co-ordinating training sessions for governance stakeholders, as required
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any governance stakeholder
- drafting correspondence on behalf of governance stakeholders, as required
- maintaining the governance areas of the Trust's intranet provision and Trust/academy websites
- ensuring record management and communication methods are fit for purpose and maintain confidentiality

#### **Maintaining relationships and communication**

Good relationships between the Governance Professional and all governance stakeholders are essential for open communication. The Governance Professional develops and maintains productive working relationships, whilst maintaining independence, by:



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Academy  
Trust  
Flying high  
together

- maintaining professional working relationships with all governance stakeholders and executive/academy leaders
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the Chair of Trustees
- working collaboratively and holistically with stakeholders, both internal and external to the Trust, so that governance supports and enables the operational delivery of strategic objectives
- being a role model for effective and ethical governance

### **Ensuring & monitoring compliance**

The Governance Professional manages information and documentation that clearly details the Trust's governance arrangements and satisfies other statutory requirements. The Governance Professional ensures compliance by:

- ensuring meetings are quorate
- maintaining statutory registers and filing returns
- publishing governance information on Trust and academy websites (such as membership information, registers of interests, regulatory documents) in line with statutory requirements
- co-ordinating and overseeing recruitment of governance stakeholders, including election/appointment, eligibility, onboarding and induction
- notifying of disqualifications, expiry of office etc.
- ensuring compliance with Companies House filing requirements
- maintaining a Trust policy register and overseeing the policy review and approval cycle
- supporting production of the Trust's annual report in relation to governance content
- co-ordinating the flow of information between the Board of Trustees and Academy Councils
- maintaining Trust-specific documents such as a governance code of conduct and skills matrices
- ensuring all levels of the Trust's governance structure are properly constituted
- monitoring compliance with schemes of delegation

### **Professional development**

The Governance Professional should demonstrate a commitment to their ongoing professional development and career progression, in line with organisational growth.

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 (such as [Level 3 Certificate in the Clerking of School and Academy Governing Boards](#) and [level 4 Certificate in Academy Governance](#))
- keeping abreast of educational and policy developments affecting academy trust governance
- participating in regular performance management, led by the Chair of Trustees