

Job Description

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| Job Title | Governance Manager/Company Secretary to SGSAT  |
| **Department** | SGS Academy Trust Board |
| **Reporting to:** | Chair to SGSAT |
| **Post reference:**  |  |
| Main Purpose of the role |
| To act as Governance Manager to the South Gloucestershire and Stroud Academy Trust (SGSAT), and to act as Company Secretary to the SGSAT. To provide a full administrative service to the Trust which enables its proceedings to be conducted effectively and in accordance with the provisions of the Memorandum and Articles of Association of the SGSAT, the rules and regulations made under the Articles, the relevant Education Acts, the Funding Agreement with the Department for education, Charities Commission and the Education Funding Agency or other appropriate body. The post holder will secure the continuity of Board business, observing confidentiality requirements. The post holder will provide mentoring, oversight and liaison with other Governance Officers of constituent Local School Boards (LSB’s) of schools within the Trust, to ensure effective Governance and organisation of Trust business. |
| **Key Tasks / responsibilities:** |
| **Principal Accountabilities** **Governance** * To advise the Trust and committees on the proper exercise of their powers and on the application of the relevant Education Acts and other laws affecting its work.
* In consultation with the Chair, Vice Chair, Members of the Trust and Executive Leadership Team, planning the forward programme of meetings of the Trust, and committees, identifying the main items to be taken at those meetings and liaising with those members of staff or Trustees preparing papers for forthcoming meetings.
* To facilitate communication on Trust matters between the Chair, Executive Team and senior staff in the schools.
* To summon meetings and prepare and despatch agenda and papers for the Trust and committee meetings.
* Either in person, or by delegation to a named individual, to attend all meetings of the Trust and its committees, to give advice on procedure at such meetings and prepare draft minutes of the proceedings to include recording challenge and to record all decisions accurately and objectively, including timescales for actions.
* To act as correspondent for the Trustees.
* To ensure compliance with the law as regards public access to governance papers.
* To develop effective working relationships with Governance Officers of constituent Local School Boards to ensure oversight and effective organisation of Trust business and reporting from LSB to Trust Board meetings.
* To provide mentoring and support to Governance Officers of constituent Local School Boards to ensure continuity of Trust Governance and good governance practise in the activities of Local School Boards with particular attention to compliance with education law requirements regarding suspension/exclusion panel hearings.
* To input into respective LSB Governance Officers performance appraisal and objective setting in liaison with the Chair of Trustees/School Board as required.

 **Key Tasks*** Make arrangements for safe custody of the official record of the Trust, and its committees’ business and maintaining a record of outstanding business.
* Drawing up for approval, and keeping under review, standing orders for the conduct of business of the Trust and its committees
* Maintaining a record of the membership of the Trust and its committees and working with the Chair of Trustees and CEO in recruitment of new Trustees
* Maintaining an attendance record of Trustees, notifying any Trustees whose membership lapses as a result of non-attendance or who become disqualified for some other reason.
* Maintaining a code of conduct for the Trustees.
* Ensuring that all SGS AT Board information as required by the Academy Trust Handbook and in line with good governance practise is published on the Trust website.
* Maintaining a register of the financial and personal interests of Members, Trustees, governors and senior employees of the Trust; and advising on declarations of interest gaining input from constituent academy Governance Officers as required.
* Ensuring that Governance document required to be published on Trust websites are kept up to date in liaison with website provision arrangements.
* Administering any scheme for the reimbursement of Trustees’ expenses.
* In conjunction with the constituent schools, or outside agencies, facilitating induction and training programmes for Trustees and managing online membership requirements.
* Providing systems access support and acting as point of liaison for Trustees
* Liaising with members of the central support team and SGS College on provision of related services via service level agreements.
* Taking appropriate action if and when the Members of the Trust and its committees appear to be at risk of acting outside their powers or to be proposing actions that may be unlawful.

**Company Secretarial*** Be responsible for ensuring that the Trust and Academies comply with generally accepted standards for financial and legal practice and maintain standards of corporate governance
* Have a thorough understanding of the laws that affect Trusts and school academies.
* Advise members of the legal and governance implications of proposed policies
* Monitor changes in relevant legislation and the regulatory environment, and take appropriate action.
* Develop and oversee the systems that ensure the Trust and Academies comply with all applicable codes, as well as its legal and statutory requirements.
* Maintain statutory books and registers of Members and Trustees.
* File annual returns and accounts to Companies House within given deadlines.
* Act as a point of communications between the Trustees, constituent Local School Board Governance Officers, Executive Team and other stakeholders.
* Ensure that the Trust and its constituent Academy responsibilities to the Secretary of State, as set out in the Company’s Articles and the Funding and Supplementary Agreements, are met.
* Ensure that the Trust’s responsibilities to the Charities Commission are met.

**Professional Development*** Undertake training as required.
* Attend briefings and participate in professional development opportunities.
* Keep up-to-date with current educational developments and legislation affecting school governance and academies.

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. |
| Key Interfaces |
| * SGSAT Chair, Vice Chair, Members, Trustees, constituent school Local School Board Governance Officers, School Headteachers, senior staff in SGSAT
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| Measurable Performance Standards for this role |
| * Compliance with governance standards
* Timely completion of Companies House and Company Secretariat compliance obligations
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| Level of Disclosure and Barring (DBS) disclosure required |
| Standard  |
| Author and Date |
| **Updated November 2022**  |
| **Job Evaluation *(for HR Completion)*** |
| **Score** |  | **Profile** |  | **Level** |  |

As the needs of the Trust change, so the above job profile, duties and location of the role within the Trust may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Governance Manager & Company Secretary to SGSAT

<<List all relevant criteria and indicate whether ‘essential’ or ‘desirable’ together with method for assessment under ‘Qualifications and attainments’, ‘Experience and knowledge’ and ‘Skills and Abilities’. Criteria listed under ‘Essential college traits’ are fixed for all roles>>

| Criteria | **Essential** | **Desirable** | **Assessed by** |
| --- | --- | --- | --- |
| **Qualifications and attainments** |
| A Degree in relevant subject area or other appropriate professional qualification (Level 3 Business Administration qualification) |  |  | Application form |
| Competence in use of general Microsoft packages |  |  |  |
| A Management qualification |  |  |  |
| Legal or Company Secretary qualifications |  |  |  |
| A willingness to undertake appropriate Continuous Professional Development |  |  |  |
| **Experience and knowledge** |
| Knowledge and experience of governance procedures, roles and responsibilities in an education setting. |  |  | <<e.g. Application form/interview>>  |
| Experience of working in a similar type and level of post.  |  |  | <<e.g. Application form/interview>> |
| Governance in public or private sector |  |  |  |
| Ability to read and assimilate complex documents, clearly articulating complex issues in writing and orally. |  |  |  |
| Experience of handling sensitive information securely and in a confidential manner/awareness of Data Protection |  |  |  |
| Knowledge of educational legislation, DfE guidance and legal requirements. |  |  |  |
| A track record of success in improving governance within an educational environment |  |  |  |
| **Skills and abilities** |
|  |  |  |  |
| Ability to implement effective administrative procedures, specifically the ability to assimilate discussions/arguments and produce clear and succinct minutes reflecting the key points/issues. |  |  | <<e.g. Application form/ test at interview>> |
| Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise work and meet deadlines |  |  | <<e.g. Application form>> |
| Ability to develop positive working relationships with individuals at all levels (internal and external) to promote the Trust. |  |  |  |
| Ability to maintain confidentiality and remain impartial |  |  |  |
| Ability to take the initiative, to perceive what is necessary to be accomplished, and to proceed on one’s own |  |  |  |
| Highly developed communication, influencing, liaison and networking skills |  |  |  |
| Ability to interpret statutory and governance requirements and advise on compliance and opportunities available |  |  |  |
| Ability to work in a team and enjoy working closely in a cooperative effort with other |  |  |  |
| **Essential Trust attributes** |
| **Initiative:** Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.  |  |  | Application form/ interview |
| **Influencing skills:** The ability to persuade others.  |  |  | Application form/ interview |
| **Interpersonal Skills:** The ability to communicate and interact with other people in a way that promotes cooperative relationships.  |  |  | Application form/ interview |
| **Teamwork:** The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.  |  |  | Application form/ interview |
| Willingness to attend appropriate training, develop and keep up to date knowledge of governance-related issued |  |  |  |
| **Circumstances of role (if applicable)** |
|  Willingness to work flexibly to develop the service and be available to attend meetings at the convenience of Trustees Driving licence and own transport to facilitate travel between SGSAT sites. |  |  | <<Application form>> |