

Governance Manager Job Description

Board, Governing Body and Committee Meetings

- Organise and clerk meetings ensuring all legislation, statute, policy and deadline are adhered to
- Organise and prepare annual schedule of meetings
- Work effectively with the Chair, Headteacher, Finance & Operations Director and CEO prior to meetings to prepare a purposeful agenda which takes account of statutory responsibilities and is focussed on school improvement
- Providing advice to Chairs of LGBs, including regular communications to relay developments, news and opportunities
- Advising local Governors, Directors and Headteachers on statutory, constitutional or procedural queries relating to Governance
- Prepare and distribute briefing papers as necessary
- Take accurate minutes, ensuring actions are recorded and completed. Keep a file of signed minutes at each of the academies, and ensure that papers are available for public access if requested
- Record meeting attendance and take appropriate action regarding absences
- Maintain records of Governance and Committee structures, including addresses and categories of Governors and their term of office.

Governance Support

- Update the Directors, Governing Bodies, Chairs, Headteachers and Management Teams regarding governance legislation, procedural matters and changes to Ofsted frameworks and DfE policy changes
- Ensure that new Members, Directors and Governors are provided with welcome pack including terms of office and relevant legal, regulatory and procedural information
- Coordinating the recruitment and election process of Governor candidates
- Assist in assessing Governors knowledge, skills and competencies to fulfil their legal duties and obligations and assist in training/development organisation and administration
- Co-ordination of Governor visits and audits, including collation of paperwork
- Ensure the content of all academy websites is fully compliant with statutory governance requirements, uploading documents and updating information as required.

Statutory and Regulatory Compliance

- Ensure clarity about decision making and approval processes between Academies, Local Governing Bodies, the Central Team and the Trust Board
- Assist with the development and review of governance documents, policies and procedures in compliance with legislation, constitutional and regulatory requirements and current best practice
- Maintain necessary documents to comply with legislation and procedures
- Keep up to date with current educational developments and legislation affecting educational governance and report such changes to CEO, Directors, Governors and Headteachers

- Maintain the Policy Matrix as required to ensure consistency and best practice is maintained across all academies
- Support the Finance & Operations Director with the production of reports and data as requested demonstrating that statutory requirements are being met
- Support the Finance & Operations Director in the co-ordination of Academy conversion projects, ensuring that all required information is provided in a timely matter
- Ensure all academies comply with the requirements of the School Admissions Code, School Admission Appeals Code, The School Discipline (Pupil Exclusions and Reviews) providing advice and guidance to Headteachers, Management Teams and Governors as appropriate
- Co-ordination of Admission Appeals, working alongside the external provider, keeping accurate records accordingly
- Co-ordination, production of letters and minute taking for statutory panel hearings, for example exclusions and complaints panels

Operational

- Support the development and expansion of the Trust by assisting with drafting and amending documentation and liaising with relevant parties to allow new academies to join the Trust
- Establish strong relationships with Directors, Governors, Headteachers and Academy staff
- Build relationships with other local schools, Local Authorities, parents and the wider community
- Coordinate all Academy Trust events (e.g. professional learning day, open days, special visitors)
- Manage and co-ordinate Freedom of Information requests and Subject Access Requests
- Support academies to deal with serious complaints
- Provide administrative support to the Finance & Operations Director and CEO
- Take minutes at various meetings and document decisions accurately
- Any other duties and responsibilities deemed appropriate by the Finance & Operations Director and the CEO.
- Liaise with and support the Data Protection Officer with termly audits
- Maintain the Trust breach register