

JOB DESCRIPTION

POST TITLE: Head of Governance and Compliance

LOCATION/BASED: Trust Head Office

GRADE: N11

RESPONSIBLE TO: Deputy Chief Operating Officer

CORE PURPOSE: The Head of Governance and Compliance will have responsibility for developing the Gosforth Group governance and compliance framework and will demonstrate a strong understanding of the Trust's governance structure, constitution, procedures, schemes of delegation and other key documents; ensuring governance is delivered in line with these.

MAIN DUTIES & KEY RESPONSIBILITIES

Governance management

1. Provide advice and support to the CEO and the Board of Trustees on all aspects of corporate governance, regulation and effective business conduct for the organisation, ensuring the highest standards of probity.
2. Responsible for ensuring the Trust complies with relevant legal, constitutional, and regulatory requirements associated with the governance of the multi academy trust, ensuring the effective operation of corporate governance supporting the board of trustees, its sub-committees and academy advisory groups.
3. Facilitate the strategic development of governance across the Trust working closely with the Chair of Trustees taking the lead on developing new systems and effective ways of working and leading specific governance projects.
4. Provide professional advice and guidance in the development of policies and processes to ensure the effective operation of Gosforth Group governance structures.
5. Organise, manage arrangements, and clerk board and committee meetings through the preparation of annual meeting schedules, business cycles, agenda and reports, and minutes of meetings; ensuring follow up actions are completed, and appropriate reports and advice are presented to members, trustees, and academy advisors.
6. Lead on arrangements for support to Academy Advisory Groups through the negotiation, acquisition and implementation of local authority governance support services and contracts.

7. Responsible for the compilation and publication of statutory information in relation to members, trustees, and academy advisors, including pen portraits, the register of business and pecuniary interests, and annual governor attendance records, ensuring information is published on the Trust's and appropriate HM government websites.
8. Ensure that the Trust board and committee meetings are properly constituted and organised with clear terms of reference, formulating agenda with the Chair, collating and distributing all papers and ensuring draft minutes are distributed in a timely manner.

Compliance framework

9. Ensure the organisation and management of governance and board meetings comply with statutory and regulatory requirements and reflect the Trust's protocols and policies on governance, including having oversight of accurate and timely governance records and controls.
10. Ensure that non-meeting related governance is also compliant with all relevant government legislation, the Charities Act 2011, the Companies Act 2006, DfE/ESFA requirements and funding agreements, and the Academy Trust Handbook.
11. Oversee the development and review of the governing documents, policies, and procedures in compliance with legislation, constitutional or regulatory requirements and current best practice.
12. Develop, manage, and maintain the Trust's risk register and risk management policies in conjunction with the CEO and Chief Operating Officer.
13. Be custodian of the Trust's Articles of Association, Scheme of Delegation and funding agreements, working in conjunction with legal advisors to the Trust, in ensuring all regulatory obligations are fulfilled.
14. Responsible for the development and maintenance of the Trust's Governance Handbook and governance cycle, ensuring its alignment with strategic and operational planning requirements.
15. Support due diligence activity of new academies joining Gosforth Group, especially in relation to conversion and transfer of governance and compliance arrangements.
16. Lead on the co-ordination of key policies across the Trust, including defining which sit at school and Trust-level, and driving the production and updating of central Trust policies.
17. Development and maintenance of a Trust policy schedule, policy compliance tracker, and quality assurance processes to ensure policy documents meet the required standards.
18. Responsible for managing the recruitment and induction of new representatives to the Trust's governing boards, promoting diversity, ensuring the Trust's skills mix is properly maintained and gaps are addressed, and ensuring that appointments are compliant; acting also as the lead on DBS disclosure checks for all in governance.

19. Ensure governance and policy information is accurately published on the Trust and school websites and is compliant with statutory requirements.
20. Ensure that all statutory registers are maintained, and regulatory returns are completed and submitted to the Trust's regulatory bodies, including the maintenance and filing of Trust records with Companies House and the DfE.
21. Act as the primary point of contact regarding complaints, including oversight of the management and administration of complaints, and compliance with the Trust's complaints procedures.

Company secretarial practice

22. Ensure that meetings of the Board of Trustees and its committees run efficiently and effectively, are properly recorded, and that trustees receive appropriate support to fulfil their legal duties.
23. Lead on the organisation, implementation of governance elections, ensuring the highest standards of conduct and compliance with the Academy Trust Handbook; safeguarding proper procedures for the election and appointment of Members, Trustees and Academy Advisors.
24. Assess the training needs of Members, Trustees and Academy Advisors through the development of skills audits and training and development plans.
25. Lead on the statutory requirement to carry out regular external reviews of governance as set out in the Governance handbook to improve the Board's performance to enhance effective decision making and to test compliance with mandatory requirements.
26. Advise the Board on an appropriate approach to reviewing board performance and facilitating board evaluation in line with Ofsted requirements, the academies regulation and commissioning review, and the Department for Education's trust quality descriptors.
27. Assist in the implementation of corporate strategies by ensuring the Board's decisions and instructions are properly communicated and carried out, providing a central source of guidance on matters of business ethics.
28. Lead the process of non-financial compliance with the Trust's Articles of Association including the review and implementation of any required and approved changes.
29. Ensure that the annual Members' meeting is held in accordance with the requirements of the Articles of Association.
30. Assist in the co-ordination of the preparation, publication, distribution and presentation of the annual report (including annual accounts) in consultation with internal and external advisors.

31. Ensure the Trust has a robust framework for compliance with existing and emerging national governance codes of conduct including the Charity Governance Code of Conduct and the Academy Trust Governance Code.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures, and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive, and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It is important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: HEAD OF GOVERNANCE AND COMPLIANCE

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Demonstrable knowledge and understanding of governance and compliance	✓	
Practical knowledge, understanding and application of data protection principles	✓	
Ability to establish strong working relations with a range of internal and external stakeholders, especially at senior leadership and board level	✓	
Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative	✓	
Strong listening, verbal and written communication skills, including proficient skill in governance minute taking	✓	
Proficient IT skills including word processing, using spreadsheets and presentation applications (Microsoft Office)	✓	
Strong knowledge and understanding of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
First degree in an appropriate discipline, or significant relevant professional experience	✓	
Evidence of relevant, recent continuing professional development	✓	
Successful completion (or evidence of registration) of a governance clerking development programme		✓
Chartered Governance Professional		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of managing and delivering organisational governance and compliance	✓	
Extensive experience of supporting and advising boards and their committees, with direct corporate governance experience preferably gained in a regulatory environment	✓	
Evidence of leading on governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver the organisation's strategic objectives	✓	
Experience of establishing strong relationships across a range of stakeholders	✓	

Working within DfE's clerking competency and governance competency frameworks		✓
Track record of using sector good practice and collaboration with professional networks to inform and develop services		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Flexible, adaptable and willing to meet the needs of the Trust	✓	
Confident, conscientious and detail conscious	✓	
Excellent organisational skills	✓	
Highly developed interpersonal skills	✓	
Ability to work under pressure with limited supervision	✓	
Confidential and discreet in dealing with sensitive matters and collaborative working with executive leaders	✓	
Interest in, and commitment to the Trust as a community.		✓
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.