

PURPOSE OF THE ROLE

The post holder will be the Trust's governance expert and will ensure that the Trust's governance framework is coherent and compliant in all respects. The post holder will provide support in the management of risk and ensure that the Trust is compliant with its regulatory and statutory obligations. The post holder will have overall responsibility for policy development and updating.

MAIN DUTIES AND RESPONSIBILITIES

- Provide advice and guidance to the Chief Executive and Board of Trustees on key matters of regulatory and statutory importance
- Actively develop Trust governance including supporting the recruitment and retention of governors and Trustees, training, development and succession planning
- Ensure statutory policy compliance leading on co-ordination of key policies across the Trust, including defining and communicating which sit at school and Trust-level, and driving the production and updating of policies

POLICY MANAGEMENT

- Maintain the Trust's policy schedule in light of statutory and other policies required by the Trust and other relevant bodies e.g. OFSTED / DfE
- Ensure that the Trust is compliant with its policy schedule at all times and that policies are published accordingly
- Ensure the Trust's Complaints Procedure is kept up to date and manage the process for hearing any complaints received at Stage 4
- Take the lead in responding to any parental complaints that are submitted to external bodies such as the ESFA or Ofsted
- Maintain awareness of the Trust's Articles of Association and its governance framework
- Maintain the Trust's scheme of delegation and ensure this is consistent with Trust policies and other instruments of governance e.g. committee terms of reference

TRUST & LOCAL GOVERNANCE

- Support the efficient and effective operation of the Enhance Academy Trust Board, ensuring that Board's business continues to drive the successful delivery of strategic objectives
- Maintain robust governance across all schools within the Trust, including ensuring that Local Governing Bodies continue to meet regulatory and statutory obligations
- Regularly review Local Governing Body membership and maintain records of attendance, terms of office, appointment and terms of office of Chairs and Vice-Chairs
- Ensure that the annual skills audit of Local Governing Bodies is undertaken and maintained and available when recruiting Governors
- Ensure a high standard of Local Governing Body support and challenge in all Trust schools knowing how all local arrangements are working
- Provide universal and bespoke training to Local Governing Bodies
- Lead on the recruitment and retention of local governors including providing advice to Headteachers and others regarding the governor appointment/election process and ensuring that all governor appointments are made in accordance with Trust policy
- Provide support, advice and guidance to all clerks on procedural and governance issues as required
- Carry out quality assurance checks on the output of clerks to ensure consistency of practice and effective working
- Co-ordinate the recruitment process for new Trustees and members
- Design a professional governance induction and training programme for all layers of governance

RISK AND COMPLIANCE

- Review academy risk registers 3 times a year, identifying and reporting any trends or issues to the Chief Executive Officer and Chief Financial Officer
- Manage and maintain the Trust's Strategic Risk Register in liaison with the Chief Finance Officer, Chief Executive Officer and the Chair of the Board



- Ensure the DfE database for example 'Get Information About Schools' is up to date – submit corrections/updates as required
- Maintain current knowledge and awareness of website compliance requirements and carry out a twice-yearly compliance audit of all academy websites
- Carry out regular internal compliance checks and monitor relevant processing activities to ensure that all academies are working to Trust policies, procedures and practices, including statutory requirements ensuring that all agreed actions are completed within timescales
- Attend meetings of the Audit and Risk Committee as required