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**Palladian Academy Trust Role Description**

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| **Role title** | **Palladian Academy Trust (PAT) Governance Officer** |
| **Date** | **February 2018** |
| **Grade** | B&NES M, points 25-28 |
| 1. **Role Purpose**
 | 1. To organise and clerk meetings of the Board of Trustees and its sub-committees (other than the individual school Governing Bodies).
2. To maintain information on the membership of the Board of Trustees, the members, and the school Governing Bodies in accordance with legal requirements.
3. To advise the Board of Trustees and the school Governing Bodies on procedural and legislative matters.
4. To provide support to the clerks of the individual school Governing Bodies and to promote the sharing of best practice.
5. To work with COO to develop and progress the PAT governance framework and other statutory and best practice activities.
6. To work with COO to develop governance networks, PAT practice, communication and identity.
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| **1. Responsibilities** | 1. To be responsible and accountable to the Board of Trustees through the Chair of the Board of Trustees and Chairs of Committees.
2. To liaise closely with the CEO, the COO/Clerk to the Trustees, and the CEO’s PA on any Board of Trustee issues.
3. To work efficiently and effectively with all Trustees, Members, academy staff, and School Governing Bodies.
4. To be a point of reference for the Trust regarding Trustee business.
5. To be a point of reference for the Trust regarding best practice for School Governing Body processes.
6. To organize training, recruitment, conferences for other clerks within the Trust as required.
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| **2. Principal duties and responsibilities** | 1. CommunicationsTo act as the principal means of communication to and from the Board of Trustees by:* dealing with correspondence on behalf of the Chair of Trustees and Chairs of Committees, and at the Clerk’s own initiative where appropriate;
* collating and disseminating information for the Board of Trustees with respect to the provision of statutory information;
* ensuring that arrangements are made for the induction of new Trustees;
* circulating to newly appointed Trustees all the documentation needed to enable them to carry out their duties;
* posting information on any portal or similar being used by the Trustees for the dissemination of information;
* acting as first point of contact with all national and local external bodies as required;
* ensuring Trustees have appropriate prior notice of, and invitations to, all relevant school and Trust events;
* passing on relevant information regarding school governing to the chairs and clerks of School Governing Bodies (as appropriate).

2. Meetings dutiesTo act as clerk to the Members, the Board of Trustees and its committees (other than school Governing Bodies) meetings in accordance with relevant DfE requirements. This will include:* assisting chairs in drawing up agendas (two weeks before meetings);
* circulating agendas, minutes of previous meetings and any relevant papers;
* taking minutes at Member, Trustee and committee meetings;
* coordinating (with chairs) circulation of minutes within two weeks of meetings;
* maintaining records of agreed minutes and other documentation;
* carrying out actions as decided at Members, Trustee and committee meetings and prompting others where action is required;
* maintaining a Register of Attendance at all Member, Trustee and committee meetings, recording apologies for absence, and ensuring that the Board of Trustees and committee meetings remain quorate;
* ensuring that statutory items are included on Board of Trustee and committee agendas at appropriate times during the year.

3. Other duties* Liaising with Trust staff, particularly the CEO, COO and the Executive Leadership Team, as appropriate.
* Liaising with members to arrange and administer any appointments to the Board of Trustees in conjunction with the CEO or Chair of Trustees.
* Keeping a register of membership of the Trustees and its committees, and terms of office of the Trustees; advising Chair when Trustees are due to complete their terms of office.
* Ensuring that a similar register is kept for each School Governing Body by ensuring that processes are in place to allow the clerks to school Governing Bodies to keep this information current.
* Ensuring that every relevant person in the Trust and Executive Leadership Team has full up-to-date contact details for each Trustee and school Governor.
* Advising members of the Trust Board and school Governing Bodies on legal matters relating to governance and ensuring correct procedures are followed at all times.
* Co-ordinate meetings or other communication between the clerks of school governing bodies to share best practice and ensure any changes to clerks’ legal responsibilities are disseminated.
* Support schools in their efforts to secure good clerks for their governing bodies.
* Only as agreed between the post-holder and the Trust, the post-holder may also be the clerk to, or deputise for the clerk to, one or more school governing bodies within the Trust. Only when performing this role, the postholder’s duties will be as per the job description for that clerking role.

Self-evaluation of all the above will be carried out as a continual process.The postholder will carry out any other duties that might be considered to be commensurate with the post, as required. |
| **3. Dimensions (in quantitative terms, the key areas on which the job has an impact)** | Palladian Academy Trust StaffPalladian Academy Trust Trustees and MembersSchool Governing BodiesExternal agencies  |
| **4. Organisation chart** |  |
| **5. Physical Effort** | Writing minutes of meetings. |
| **6. Working Environment** | Working in Palladian Academy Trust schools, including a large secondary school and other member schools.Working at home.Travelling to Palladian Academy Trust schools. |
| **7. Person specification** | **Essential**High level ICT skills in Microsoft Office applications, e.g. word, Excel, Powerpoint.ICT facilities at home with broadband internet connection.Confidentiality.High level interpersonal skills; ability to form good relationships with members of the Trust board, school governors and school staff.A good level of general education including high level written English.High level and accurate note-taking skills.Ability to absorb information, e.g. on legal matters relating to governance, and the confidence to relay information to members of the School Governing Body at appropriate times.Availability to attend early morning and early evening meetings.An interest in school education. Ability to take a proactive role. Reliability, integrity and good judgement.**Desirable**A knowledge of the school education system.A working knowledge of a school within the Palladian Academy Trust.Experience of line management.Experience of delivering training.An ability to travel to the various Palladian Academy Trust schools is required, therefore a driving license is highly recommended. |
| **8. Additional information** | * This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.
* This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
* The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.
* The postholder will at all times carry out his/her duties and responsibilities with due regard to the Trust' support of and commitment to Equal Opportunities Policies.
* The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
* The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
* This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory enhanced Disclosure and Barring Service check is required for this post prior to commencement. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
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