

Trust Governance Officer

Brigshaw Learning Partnership

Applicant Brief





Welcome from Aidan Sadgrove, CEO

Dear Applicant,

Thank you for your interest in the post of Governance and Compliance Officer. It's an exciting time to join us on our journey to raise standards of education in the communities we serve.

We serve over 3000 children from the ages of 2 all the way through to 18. All of our schools are located within a few minutes' drive of each other, and have worked closely together for many years. This context gives us a unique opportunity to shape a child's journey from infancy all the way through to university or a high quality alternative. This is a huge privilege and a responsibility we take very seriously in our seven schools, who share a common commitment to improving outcomes and raising aspirations for all students.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high quality alternative. This means that we aim for life changing personal and academic outcomes, with no child left behind.

To achieve this, we know that students, staff and our schools themselves must strive for continual improvement, and to be 'better, every day'. Our people are our greatest resource and we will only be able to deliver on our promise of 'success and respect for all' by attracting and developing the very best.

Our work is underpinned by our core values of Equality, Integrity and Resilience. In our schools, teachers spend time ensuring that each child is known and cared for. We aim to create environments where our children are happy, inspired and eager to attend each day. We firmly believe in the value of scholarship, and aim for every child, no matter what their background, to be given the ambition, and the practical tools, to succeed academically, giving them the basis from which any career or academic goal is achievable.

I hope this pack gives you a flavour of the BLP MAT. I very much look forward to meeting you and working with you to ensure that we provide a transformational education for the young people in our care.

Please do get in touch to arrange a visit or to have an informal conversation about the role.

Aidan Sadgrove
Chief Education Officer



The Brigshaw Learning Partnership - Background

We serve communities in Outer East Leeds and have for over a decade collaborated to ensure all children can enjoy lives of choice and opportunity. In 2010, the schools formed a Co-operative Trust, committing themselves to working with and for each other, underpinned by co-operative values. In 2016 our schools cemented this collaboration through the formation of the BLP, a Multi-Academy Trust of 7 schools educating over 3000 children in East Leeds.

Our mission is to provide a cradle to career education that allows our children to enjoy lives of choice and opportunity. By the age of 18, we want every child to have the option of university or a high quality alternative.

We are immensely proud of our reputation for being a highly inclusive Trust. We believe that with the right combination of love, structure and high expectations, all children can achieve, regardless of their socio economic status, background or any barriers they may face.

We aim to establish great schools that develop knowledge, character and cultural capital to prepare children to play an anchor role in our community.

Our Values

- **Equality:** we are one team with one goal, unapologetically ambitious for all in the belief that every child can achieve, regardless of their background or socio economic status. We work with each other and for each other.
- **Resilience:** We give 100% effort. We don't make excuses or give up when it's hard, embracing challenges as opportunities for growth. We know success is achieved incrementally.
- **Integrity:** we are open about our successes and areas for growth and take responsibility to become better, every day.

Our strategic anchors

- **Aspirational Culture:** love, structure and high expectations for all
- **Building great teachers:** high impact school improvement, CPD and instructional coaching
- **Powerful cradle to career curriculum:** knowledge rich, raises aspirations and builds cultural capital
- **Highly effective support systems:** allow school leaders to focus on improving the quality of education and culture in their schools



Our schools:

We are one team with one goal, committed to our vision to provide a transformative education from 2-18. We serve 3000 children and young people. Approximately 1600 children aged 3-11 attend our six primary schools, spread across the villages that make up our locality. The majority of our primary students attend our secondary phase, Brigshaw High school. This presents a unique opportunity for us to cohere a powerful cradle to career journey for our children and communities. Our schools are:

Allerton Bywater – 433 pupils serving the village of Allerton Bywater

Brigshaw High School – 1400 pupils

Kippax Ash Tree – 341 pupils serving the central part of the village of Kippax

Kippax Greenfield – 164 pupils serving the western side of Kippax

Kippax North – 244 pupils serving the northern side of Kippax

Methley – 427 pupils serving the village of Methley

Swillington – 178 pupils serving Swillington village

Two local church schools are associate members of the BLP, ensuring all children within our community have access to the same offer, whichever school they attend.

All trusts will say they face an 'exciting' future, but in the case of the BLP it has never been clearer.

Job Description

POST TITLE:	Trust Governance Officer
SALARY:	S01 £28,226 – 30,095 FTE (paid pro rata)
ACCOUNTABLE TO:	CEO
HOURS OF WORK	Full time, Term Time only plus 10 days with hours necessary to meet the demands of the role.
JOB PURPOSE:	<ul style="list-style-type: none">• To work with the Chair of the Trust, the Trust Executive Leadership Team and the schools' senior leadership teams to design, implement and support the highest quality governance across the Trust;• To support with the development of the infrastructure to facilitate seamless reporting mechanisms between the CEO, Board Committees and the overarching Trust Board by leading on strong assurance, accountability and regulatory compliance;• To work to high ethical standards to ensure integrity in all aspects of delivery.• Ensure statutory compliance of policies, published information and statutory guidance/law.

MAIN DUTIES/RESPONSIBILITIES

Governance Framework

- Act as the designated governance professional for the Trust, owning and developing Trust governance structures and processes.
- Under the direction of the COO, liaise as required in the capacity of governance professional (Clerk to the Trust Board) with the DfE, Ofsted and ESFA.
- Under the direction of the CEO, maintain and review the governance scheme delegation and ensure policies and procedures are reflected accurately.
- Ensure the governance framework, planned business and activities are compliant with the Governance Handbook and the Academies Trust Handbook.
- Arrange and manage the meeting diary/calendar of the Trust Board and its committees.
- Maintain the Trust board's statutory minutes, making them available as requested for public inspection.
- Work closely with the Trust Board to ensure that all Trust business is actioned and completed.
- Ensure governance information is kept up to date on Trust and school websites, and external sources e.g. Get Information About Schools (GIAS).
- Act as the main point of contact for all governance queries and requests.

- Maintain and report on the actions log for Trust Board and its committees.
- Undertake DBS and relevant safeguarding checks for all in governance and maintain the Single Central Record for Trustees, central staff and members.
- Ensure governance information is accurately published on the Trust website.
- Liaise with academies to ensure governance information is accurately published on their websites.
- Support Trustees and academies where required with Ofsted or other external inspections.
- Under the direction of the COO, access appropriate external legal advice.
- Access guidance and support as necessary, working with established national groups such as CST / NGA.

Clerking and Support

- Maintain accurate and complete records of Trust governance including memberships, agendas, minutes and accompanying papers.
- Translate the annual planner into agendas, report templates and manage communication with colleagues to ensure papers are produced in an accurate and timely way.
- Overseeing the diarising of meetings of Members, Trust Board and its Committees, calling meetings with written notice and distributing agendas, minutes and supporting papers.
- Under the direction of the CEO, be responsible for the development and standardisation of reporting formats across the Trust and Committee meetings.
- Ensure accurate minutes are taken in line with good practice, summarising key points of discussion/action, highlighting agreed actions in a timely manner to prompt delivery.
- Maintain an action log to support the Executive Leadership Team to address any actions assigned to them.

Memberships and Communication

- Provide an administrative service for Members of the Trust, providing communication from the Trust Board to Members after each meeting of the Trust Board.
- Be responsible for administering those procedures which have been approved by the Trust for making certain information available to the public in accordance with the principle of transparent and open accountability, including maintaining:
 - A register of Members.
 - A register of Members' interests.
 - Ensuring that the registers and the current Articles of Association are made available for public inspection.
- Undertake bi-annual skills audits of current Trustees and SPRB members.
- Undertake a skills audit of prospective/new Trustees and SPRB members.
- Be responsible for the succession planning including planning for recruitment of new Members, Trustees and LGB members in conjunction with the CEO, Chair of the Trust Board and the Trust Executive Leadership Team.
- Be responsible for induction and training of new Members, Trustees and SPRB members by maintaining a training log, signposting stakeholders to training at specific organisations and running induction sessions for new Members/Trustees/LGB members and the Executive Leadership Team.
- Advise LGBs on LGB Member appointment and election processes

- Signpost Members, Trustees and LGB members to relevant communications/newsletters to help fulfil their role.
- Ensure effective communication between LGBs and the Trust Board.

Risk, Compliance and Regulations

Working under the direction of and/or with support from the COO:

- Support risk management throughout the Trust.
- Manage and maintain the Trust's strategic risk register in liaison with the Chief Operating Officer, Chief Education Officer, Finance Director and the Trust Board.
- Provide information to Audit and Risk committee (ARC) on the operation of the Complaints Procedure liaising with Chairs of LGBs as required.
- Provide support to help develop a policy schedule and quality assurance process to ensure policy documents meet required standards, and establish the business cycle for review; coordinating and updating policies as required.
- Support the COO to produce an annual report of the Audit and Risk committee.
- Support the COO to produce reports for Audit and Risk committee on compliance with statutory requirements.
- Support the process of self-evaluation and compliance activities.
- Support the Chief Financial Officer and COO regarding internal audits as required, ensuring that any recommendations are implemented.
- Work alongside central team colleagues to support new schools joining the Trust to ensure that all Trust policies, procedures and practices are implemented to plan.
- Ensure compliance with relevant legislation and statute on academy governance, and advise relevant parties on any change.

Data Compliance Responsibilities

Working under the direction of and/or with support from the COO:

- Be the primary point of contact for queries within the Trust, responding to Freedom of information (FOI) and Subject Access Requests (SAR), leading on and/or supporting responses as required.
- Support the data protection officer (DPO) where required in conjunction with the services provided by third party providers.
- Work with key internal stakeholders, particularly the COO and IT manager, in the review of projects and related data to ensure compliance with data privacy laws, and where necessary, complete and advise on privacy impact assessments.
- Serve as the primary point of contact and liaison for the Information Commissioners Office (ICO) and other EEA Data Protection Authorities on all data protection related matters under GDPR and disseminate requests, information and queries to central team colleagues.
- Advise the Trustees on training/updates as periodically required.

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust, personal and school- focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required.
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Policies and Procedures.

Other Duties and Responsibilities

- Provide administrative support to the CEO and Trust Executive Team as required
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct.
- Be aware of and comply with policies and procedures relating to child protection, financial regulations, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Be prepared to provide additional support to the Central Trust or other schools of the Trust if required.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be proactive in seeking appropriate advice and guidance where required.

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the CEO or Trust Board may determine.

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification – Governance and Compliance Officer

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Educated to A-Level or equivalent experience with a grade C or equivalent in GCSE English and Mathematics.	AF/C	D1	A relevant degree or relevant professional qualification in business administration or governance.	AF/C
	E2	Willingness to complete further accreditations/qualifications appropriate to the post.	AF/C			
Experience	E3	Experience of the development of policies and procedures	AF/I/R	D2	Experience of working with legal advisers and providing concise updates to Trustees and the CEO on complex issues.	AF/I/R
	E4	Experience of providing advice and support to key stakeholders on good practice regarding compliance measures.	AF/I/R			
	E5	Experience of working with and supporting a senior team and/or board/committee providing high quality advice and guidance.	AF/I/R	D3	Experience of interpreting data to include in reports for a variety of audiences including Trustees and the Executive Leadership Team.	AF/I/R
	E6	Experience of working within a compliance framework.	AF/I/R			
	E7	Evidence of developing agendas, recording taking and following up actions.	AF/I/R			

	E8	Experience of working under pressure and to deadlines	AF/I/R			
Abilities, Skills and Knowledge	E9	Knowledge of the Governance Framework and handbook for a multi-academy Trust.	AF/I/R	D4	Knowledge of risk management policies and procedures and their application.	AF/R
	E10	Ability to build effective working relationships with colleagues at all levels.	AF/I			
	E11	Understand of relevant legislation and regulatory requirements underpinning the education and academies sector.	AF/I/R			
	E12	ICT literate with a working ability to use the Microsoft Office suite	AF/I			
	E13	Ability to deliver a high quality administrative and clerking service to the Trust Board and its committees	AF/I/R			
	E14	Ability to interpret discussion and produce clear, concise records of the meeting.	AF/R			
	E15	Ability to devise administrative systems which supports information retrieval and dissemination.	AF/I			
	E16	High levels of integrity and confidentiality.	AF/I			

	E17	Excellent accuracy, attention to detail and organisational skills.	AF/I			
	E18	Flexible approach and a strong work ethic	AF/I			
	E19	Knowledge of GDPR/FOI legislation and the ability to ensure compliance across the organisation.	AF/I			
	E20	Ability to work under pressure, with accuracy, unsupervised on own initiative.	AF/I			
Personal Attributes	E21	Able to work effectively as part of a team, understanding roles and responsibilities of others and your own position within these.	AF/I/R			
	E22	Ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills.	A/I			
	E23	Prioritisation, multi-tasking, time management and organisational skills providing the flexibility to deliver to demanding deadlines with minimal supervision.	A/I			

	E24	Resilience and high personal standards. Adaptability to changing circumstances/new ideas.	A/I			
	E25	Flexibility with a willingness to support and contribute to school/Trust events, as required.	A/I			
	E26	High expectations for self and others and a strong commitment to delivering the guiding principal of the Trust.	A/I			
	E28	Ability to maintain high levels of confidentiality.	A/I			
Special Requirements	E29	Suitability to work with children.	D			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview, The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertake before an appointment is confirmed.

Terms and Conditions of Employment








Salary Grade	S01 £28,226 – £30,095 FTE (paid pro rata)
Working Hours	Full time, Term Time only plus 10 days with hours necessary for the demands of the role.
Payment	Support Staff are paid monthly on the 16 th of the month, two weeks in advance and two weeks in arrears by credit transfer.
Notice	Your notice period will be 4 weeks
Pension	You will be automatically enrolled on to the Pension Scheme, unless you choose to opt out.
General	<p>The successful candidate will be required to complete a medical form.</p> <p>The successful candidate will be required to provide proof of eligibility to work in the UK in accordance with the Asylum and Immigration Act 1996, before employment may commence.</p> <p>This post is subject to an enhanced Disclosure and Barring Service check. An enhanced disclosure from the Disclosure and Barring Service will be requested in the event of a successful application.</p> <p>Please note that all applicants will be required to comply with all Brighshaw Learning Partnership Policies..</p>

Recruitment Process – Key Dates

Closing Date **Monday 18th July 2022**

Interviews **Shortly after closing date**

The Brigshaw Learning Partnership Schools Map

-  Kippax Ash Tree Primary School
-  Kippax North Primary School
-  Kippax Greenfield Primary School
-  Allerton Bywater Primary School
-  Swillington Primary School
-  Methley Primary School
-  Brigshaw High School

