



# The Dunstan Catholic Educational Trust

A charitable company limited by guarantee.

Registered in England and Wales under company no. 13306248.

Registered office: St Joseph's Catholic Primary School, Park Avenue, Bridgwater, Somerset TA6 7EE

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Local Governance Professional (LGP)

**Reports To:** Head of Governance

### Job Purpose

To provide expert advice and guidance to governors (including headteachers) sitting on the designated Local Governing Committees (LGCs) on governance, constitutional and procedural matters. A Local Governance Professional will contribute towards the effective, efficient and ethical functioning of LGCs in line with the approved Scheme of Delegation and Committee Terms of Reference by:

- 1) Working collaboratively within the Governance Support Team as part of the Trust's Central Services to develop and maintain a sense of one trust, one team.
- 2) Promoting effective relationships and communication across the Trust's governance structure.
- 3) Advising governors how to ensure compliance with the statutory, regulatory and contractual requirements applicable to Catholic multi-academy trusts and Catholic schools, including Canon Law.
- 4) Ensuring governance records are up-to-date and meet the Department for Education's (DfE's) publication requirements.
- 5) Intervening and modelling challenge if required to ensure governors' focus stays strategic.
- 6) Providing efficient administration, CPD, recruitment, onboarding, succession and training support.
- 7) Engaging proactively to ease the workload for committee chairs (as busy volunteers) and leaders.
- 8) Evidencing a commitment to continuous professional development.

### Main Roles and Responsibilities

#### 1. Provide advice and guidance

- Advise on governance legislation, policy and procedural matters relating to their delegated remit as and when changes occur
- Act as the first point of contact for governors with queries on procedural matters
- Liaise with the Trust Governance Manager (TGM) to provide support and guidance and/or procure appropriate legal advice or external specialist support related to a committee's delegated remit on the behalf of governors
- Offer verbal advice and/or written briefings on best practice in governance as per published guidance issued by the DfE, Catholic Education Service and professional bodies.
- Promote compliance with the delegated terms of reference and relevant supplemental funding agreement(s); helping to ensure that governors deliver appropriately robust and respectful challenge and support to hold leaders to account for standards of Catholic education provision, students' progress and outcomes



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- Advise on the application of policies and procedures, ensuring it is well understood which policies are trust-wide and which have local variants; ensuring the academy policy review schedule is kept up-to-date and brought to the attention of staff for revision in a timely manner
- Assist in the process of evaluating and developing the quality and impact of committee governance

## **2. Facilitate effective administration of meetings**

- Advise on the annual calendar of meetings and agendas in conjunction with the committee chair(s), headteacher/lead report(s) and TGM
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers 7 days before the scheduled meeting
- Ensure meetings are quorate
- Demonstrate the ability to use professional judgement in drafting accurate minutes of committee meetings, indicating who is responsible for any agreed action with timescales, and separating confidential minutes. Send first draft minutes to the committee chair, headteacher and TGM within the agreed timescale
- Upload to SharePoint the approved draft to the committee in readiness for the next scheduled meeting
- Follow-up any agreed action points with those responsible and provide a progress update on their behalf at the next scheduled meeting
- Clerk any statutory appeal and ad hoc /panels the committee is required to convene

## **3. Membership**

- Ensure an audit of skills is conducted at annually and advise the outcomes/skills gaps to the committee and TGM to inform future recruitment and training
- Notify governors, the TGM and appointing bodies in advance of the expiry of a governor's term of office, so elections and/or succession planning can be organised in a timely manner
- Chair that part of the meeting at which the committee chair is elected, giving procedural advice concerning the conduct of this and other elections e.g. parents or staff
- Provide recruitment support in adherence with the Trust's governor recruitment process, and Safer Recruitment Policy, liaising as required to ensure that the relevant Single Central Record is kept up-to-date with governor information
- Liaise with the committee chair to coordinate the onboarding and induction process for new governors, including the issue of a trust email address and secure access to SharePoint (and removal immediately upon their departure)
- Contribute to the induction and development of governors taking on new roles, e.g. chair or vice-chair, designated link governor

## **4. Manage statutory information and compliance**

- Maintain an up-to-date register of every governor's declared interests, attendance, and training
- Maintain up to date statutory records (including GIAS) and ensure compliance with DfE guidance: <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>



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- Inform the relevant committee chair, TGM, Diocesan Governance Officer and any other stakeholders of any changes to committee membership
- Use the Trust's electronic storage system to maintain up-to-date, digital governance records (ensuring the contents of each meeting folder is 'locked' i.e. not changed after a meeting has been held to provide an effective audit trail of committee business),
- Ensure compliance with the suite of Trust Data Protection Policies, including Retention and Destruction Policy
- Ensure full compliance with the Trust's Safeguarding and Equal Opportunities Policies.

### 5. People and relationships

To develop and maintain productive working relationships whilst maintaining independence by:

- Work collaboratively with the governance support team and central services team so that governance supports and enables the delivery of strategic priorities
- Work closely with committee chairs, senior leaders and other clerks across the Trust to promote effective two-way communication across the trust governance structure
- Maintain effective communications with relevant external stakeholders such as the Diocesan Governance Officer.

Task Time Allocation Per LGC Per Term	Hours
1) Termly (x6) local governing committee meetings (incl. attendance pre & post meeting prep i.e. scheduling, agenda planning meeting, minute production, provision of advice, follow-up action).	7
2) Production of governance records for publication to ensure regulatory compliance (incl. register of interests, attendance, GIAS, school websites).	2
3) Ad hoc leadership of governor recruitment, onboarding and induction.	2
4) Claim overtime for ad hoc panels, travel to/fro meetings not held at your trust base.	
<b>TOTAL HOURS PER LGC PER TERM / ACADEMIC YEAR</b>	<b>11 / 66</b>
5) Termly preparation and attendance at Clerk Forum meetings.	2
6) Termly CPD for self and coordinating governors bookings for training events.	6
<b>TOTAL HOURS PER TERM / ACADEMIC YEAR</b>	<b>8 / 48</b>
<b>TOTAL HOURS PER ACADEMIC YEAR</b>	<b>114</b>

N.B. Tasks 1 – 4 are multiplied by the no. of LGCs but the total hours for tasks 5-6 remain fixed.

To support two LGCs:  $66 \times 2 + 48 = 180$  hours in total. Three LGCs:  $66 \times 3 + 48 = 246$  hours. Four LGCs:  $66 \times 4 + 48 = 312$  hours. Five LGCs:  $66 \times 5 + 48 = 378$  hours. Six LGCs:  $66 \times 6 + 48 = 444$  hours.



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## Person Specification

Essential	Desirable
<b>Professional Qualifications and Experience</b>	
<ul style="list-style-type: none"> <li>GCSE English Language (or equivalent)</li> <li>Experience as a governance professional, clerk, personal or executive assistant</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to completing a recognised sector qualification</li> <li>Experience of clerking in a multi-academy trust</li> <li>Working on own initiative and as a member of a team</li> </ul>
<b>Professional Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>The understanding and ability to demonstrate the knowledge, skills and behaviours required to fulfil the governance professional role effectively</li> <li>Time management to meet deadlines and competing demands.</li> <li>Literacy, numeracy and proficient use of IT including MS Office, Teams, Excel, PowerPoint, SharePoint and CoPilot</li> <li>Good verbal and written communication</li> <li>Accurate digital ways of working including: record keeping, information retrieval and dissemination data/documentation</li> <li>Writing agendas and accurate concise minutes which capture key points of debate, decisions and actions demonstrating governors' fulfilment of the delegated remit</li> <li>Planning and organising meetings</li> </ul>	<ul style="list-style-type: none"> <li>The school system: structures, accountability and funding.</li> <li>Knowledge of education sector governance related structures, policies, procedures and other relevant legislation, guidance and legal requirements</li> <li>Knowledge of the respective roles and responsibilities of Members, directors, governors, headteachers, the Trust's Central Services Team, Diocese and the DfE</li> </ul>
<b>Leadership and Management Skills</b>	
<ul style="list-style-type: none"> <li>Commitment to, and support for the Trust's Catholic vision, ethos, values and priorities</li> <li>Commitment to supporting and enabling strategic leadership oversight by directors and governors</li> <li>Engaging with other key stakeholders across the Trust's governance team</li> </ul>	
<b>Personal and Professional qualities</b>	
<ul style="list-style-type: none"> <li>Personal integrity and commitment to the Nolan Principles</li> <li>Able to maintain confidentiality</li> <li>Able to remain impartial</li> <li>Risk aware</li> </ul>	<ul style="list-style-type: none"> <li>Sense of humour</li> <li>Enthusiastic and resilient</li> </ul>



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Essential	Desirable
<b>Professional Qualifications and Experience</b>	
<ul style="list-style-type: none"><li>• Attention to detail</li><li>• Understands and anticipates the needs of others</li><li>• Open to learning and change</li><li>• Positive attitude to personal development and training</li><li>• Good interpersonal skills</li><li>• Flexible approach to working hours to work at times convenient to the governors including evening meetings</li><li>• Able to travel to meetings and manage virtual meetings</li><li>• Available to be contacted at mutually agreed times</li></ul>	