



# **Governance Lead & Company Secretary**

## **Recruitment pack**



**'Being the best we can be'**

Preston Primary Academy Trust  
C/o Kingfisher Primary School, Kingfisher Drive, Yeovil, Somerset, BA22 8FJ  
**Tel:** 01935 676350  
**Email:** [ppat@ppat365.org](mailto:ppat@ppat365.org)  
**Website:** [www.prestonprimaryacademytrust.co.uk](http://www.prestonprimaryacademytrust.co.uk)



# **Governance Lead & Company Secretary**

**Salary range: Grade 11 points 20-25 £16.90 - £18.85 per hour**

**Part time, 25 hours per week, term time plus 2 weeks**

**Actual salary £19,778-£22,063 per annum (pay award pending)**

**Full time equivalent salary: £32,597 - £36,363**

**Employer pension contribution 24.4%**

**This is a permanent post**

(subject to the completion of a satisfactory probation period)

Thank you for your interest in a position within Preston Primary Academy Trust. I hope that this recruitment pack is valuable in assisting with your application and in developing an understanding of what it means to work within PPAT.

Preston Primary Academy Trust has an exciting opportunity for a Governance Lead and Company Secretary to join our successful, growing trust. We are looking for a highly motivated and dedicated professional who is passionate about Governance and its pivotal role in the support that the Trust's central team provides to schools.

You will support the Trust's Directors to make well informed decisions. You will work closely with the Trust Chief Executive Officer and the Chief Finance and Operations officer to support schools and embed effective Governance of the Trust's schools.



# Welcome to PPAT

The Trust was founded in 2016, in Preston C of E Primary School – an outstanding primary school in Yeovil. We have grown steadily over time and currently serve 15 infant/primary schools within Somerset.

At PPAT we CARE: our core values of Community, Ambition, Respect and Excellence mean that Staff, Directors and Governors will provide the highest academic standards in a safe and caring environment.

We develop a love of learning to last our children throughout their lives. Our exciting curriculum and extra-curricular activities broaden our children's horizons, giving them a greater sense of themselves and the importance of others as individuals.

We are committed to a strong partnership between home and school, secondary schools, the local community and industry to become centres of excellence. Such excellence not only applies to academic studies, but also sporting and creative pursuits and the recruitment of high-quality staff at all levels.

Our children are known for their high standards of behaviour and their sense of citizenship within the local community and beyond.



# Main Duties and Responsibilities

## Main purpose of the role

- Governance Lead for the Trust Board meetings, and Finance, Audit and Risk Committee meetings.
- Acting as lead advisor on governance and compliance and serving as Company Secretary
- Ensure PPAT complies with national standards and requirements.
- Lead the development and implementation of effective governance policies, compliance, procedures, and frameworks across PPAT, ensuring high standards of governance, legal adherence and alignment with the Trust's strategic priorities
- Drive a culture of strong, ethical, and transparent governance, aligned with the Trust's vision, core beliefs and strategic goals
- Monitor and evaluate the effectiveness of governance practice across all layers of the Trust, using evidence-based measures and reporting findings to the CEO and Trust Board
- Develop and implement a long-term governance strategy that supports school improvement, accountability, and stakeholder engagement, with clear, measurable objectives
- Ensure consistent clerking standards which foster a high performing function which delivers a professional service to the Trust Board and local governance bodies.
- Support strategic planning through effective risk and assurance systems



## **Governance Leadership and Development**

- Lead the design and implementation of governance policies and procedures
- Oversee the Trust's Scheme of Governance, committee structures and terms of reference
- Provide strategic support to the Trust Board and local governance committees
- Provide high-quality advice to the Trust Board, committees, and senior leaders on regulatory, legal, and best practice governance matters
- Develop and deliver CPD, annual evaluations and induction for Directors and governors
- Lead governance improvement planning at school level where required, offering targeted support and challenge
- Contribute to the onboarding of new schools into the Trust, embedding governance structures and ensuring alignment with the
- Trust's policies and procedures

## **Legal Compliance and Company Secretary Duties**

Act as Company Secretary as follows:

- Ensuring governance compliance with company and charity law
- Monitor and interpret changes to legislation and statutory guidance, ensuring the Trust remains compliant.
- Monitor compliance with funding agreements and safeguarding legislation
- Filing statutory returns with Companies House and the Charity Commission
- Advising the Board on its Articles of Association and regulatory frameworks
- Maintaining statutory records and registers (e.g., interests, attendance, terms of office)
- Manage the Trust's policy review cycle and ensure alignment with DfE guidance
- Ensure statutory governance information is maintained and published
- Ensuring meetings are quorate and appropriately constituted
- Managing the use of the Trust legal records



## **Risk and Assurance**

- Collaborate with the CEO and CFOO on the risk register and assurance systems
- Support governance-related elements of statutory panels and legal proceedings (suspensions, exclusions, complaints, Independent Review Panels), ensuring members are appropriately briefed and supported
- Coordinate internal and external reviews of governance as required

## **Team Management and Training**

- Coordinate internal and external reviews of governance as required
- Lead and co-ordinate training and development planning
- Lead the recruitment, appointment, and induction of new Directors and governors to ensure diversity, skills alignment, and inclusive representation
- Lead on annual governance self-evaluation for the Trust Board and local governance forums, developing action plans to address areas for improvement
- Promote a high-performing clerking and governance support function with a culture of transparency, integrity, and continuous improvement across the community
- Lead bi-annual clerking network meetings and maintain a CPD programme for Directors and governors
- Support Headteachers and governors to carry out their delegated responsibilities effectively



## **Governance Operations and Stakeholder Engagement**

- Ensure efficient Trust Board and committee cycles, including agenda and minute management
- Act as the point of reference for governance-related issues raised by the clerks
- Provide impartial advice on conflicts of interest, Board conduct, and procedural matters
- Engage with Members, Directors, local governors and external stakeholders (DfE, auditors) as required
- Manage the Trust's policy schedule, coordinating reviews and updates in line with statutory deadlines
- Ensure governance information on Trust and school websites complies with DfE requirements
- Standardise templates and processes for agendas, minutes, reports, and Board communications
- Ensure local governance reflects the values, communities, and strategic priorities of the Trust and implement governance improvement plans to facilitate collaboration across local forums
- Provide leadership and oversight of local governance structures across Trust schools
- Ensure policies and procedures are consistently applied across all governance tiers



# Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		
Education to degree level or equivalent experience		✓
Evidence of recent professional development; attendance on courses, INSET, personal study relevant to the role		✓
<b>WORK EXPERIENCE, KNOWLEDGE &amp; SKILLS</b>		
Experience in leading or developing governance within a multi academy trust or similar educational/charitable setting		✓
Experience of advising and supporting Boards and committees		✓
Experience of building effective, credible relationships with senior leaders, governors, and external stakeholders		✓
Experience of advising on statutory processes including complaints, exclusions, suspensions		✓
Experience of using or maintaining a corporate risk register		✓
Experience of being a Company Secretary or equivalent in the education or charities sector		✓
Understanding of the Academy Trust Handbook,		✓
Ability to lead strategic governance initiatives		✓
Familiarity with policy lifecycle management and coordinating reviews/ratification		✓
Understanding of statutory governance publication requirements (e.g. websites, GIAS)		✓
Excellent planning, organisation, and time management skills with attention to detail	✓	
Experience of supporting strategic planning, risk management and compliance frameworks		✓
High-quality written communication skills including minute taking, formal reports, and Board papers	✓	
Strong digital skills including Google and cloud-based document management	✓	



# Person Specification

	ESSENTIAL	DESIRABLE
<b>PERSONAL &amp; PROFESSIONAL QUALITIES</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Commitment to equality, diversity and inclusion and the Trust's vision and core beliefs	✓	
Reflective, open to constructive feedback, and commitment to ongoing professional development, seeking learning opportunities relevant to the role	✓	
High integrity, confidentiality, professional discretion, emotional intelligence, tact, and diplomacy with a commitment to high standards of governance and compliance	✓	
A problem-solving mindset, with the ability to think critically and suggest process improvements		✓
Effective communicator and strategic thinker and an ability to present complex information to a range of stakeholders	✓	
Ability to work independently, take initiative and make informed decisions within role boundaries	✓	
Willingness to be flexible and adapt as the Trust evolves	✓	
Flexibly working mindset with the ability to work from home and travel across Trust sites as required, including evening meetings.	✓	



## **Governance Lead & Company Secretary**

### **How to Apply:**

Please apply in writing by completing the application form.

This can be found at:

<https://www.prestonprimaryacademytrust.co.uk/>

**Application Deadline:  
We will review applications as they arrive.**

Completed applications and a covering letter should be submitted to [ppat@ppat365.org](mailto:ppat@ppat365.org)

or posted to:

**Mrs V Lea, PA to CEO,  
C/o Kingfisher Primary School, Kingfisher Drive, Yeovil,  
Somerset, BA22 8FJ**

If you have any queries regarding the role please telephone on 01935 676350.

***PPAT is committed to equal opportunities and safer recruitment practice, pre-employment checks including criminal background check via the disclosure procedure will be undertaken before any post is confirmed.***

PPAT Education reserves the right to remove a vacancy before the closing date.