



## Gateway Multi Academy Trust (GMAT)

### Governance Professional - Clerk to the Trust and Company Secretary

#### JOB DESCRIPTION

**Post title:** Governance Professional - Clerk to the Trust and Company Secretary

**Salary:** Grade D/E depending on experience £23,703 - £32,026 FTE

**Hours of work:** approximately 300 hours per year, worked flexibly throughout the year but concentrated in school term time and involving some evening work.

**Reporting to:** Chair of the Board of Trustees

#### PURPOSE OF THE ROLE

The post holder fulfills the roles of Clerk to the Trustees and Company Secretary and is responsible for all aspects of governance effectiveness and compliance within the Trust, including:

- facilitate the smooth operation of the Trust's decision making and reporting machinery, including the efficient and effective operation of the Trust Board and its committees
- ensure the Trust is in compliance with all statutory and regulatory requirements, including the Charities Act 2011 and company law and the requirements of Companies House and the Charity Commission.
- develop the Trust's governance framework and enhance its related systems and processes
- working closely with the Chair of the Board of Trustees, its committee Chairs and the CEO, ensure strong and effective coordination between Members, Trustees and the Local Academy Committees

#### MAIN DUTIES AND RESPONSIBILITIES

##### Organisation and administration

1. Clerk meetings of the Members, the Trust Board, its central committees and its two Local Academy Committees and any ad-hoc panels that may be required from time to time.
2. Organise Board meetings and those of its committees, ensuring there is effective co-ordination between them.
3. Liaise with those preparing papers to make sure they are available on time.
4. Communicate Trust Board decisions to those required to implement them and ensure that actions and tasks assigned are managed appropriately and to the required timetable, reporting back as required.
5. Prepare the cycle of Board and committee meetings and prepare their agendas to ensure all necessary business is covered.
6. Ensure the business of the Trust is carried out in accordance with the Trust's Articles of Association, its Scheme of Delegation and, in liaison with Chief Financial Officer, the Academies Financial Handbook, in line with arrangements determined by the Board of Trustees.
7. Review the Articles of Association, proposing and implementing amendments as required.

##### Advice and guidance

8. Act as the main point of contact for all matters relating to governance within the Trust.
9. Liaise as appropriate with the lead governance Trustee.
10. Provide advice and guidance to Trust Board, the Chair of the Trust and the CEO, and more widely across the Trust on:
  - the roles of members, trustees, and academy committee members, including their duty to maintain the highest professional standards of conduct and ethics

- best practice in Trust governance, including in relation to the committee structure and the Scheme of Delegation, and in line with legislation, the Academy Governance Handbook, and the Competency Framework for Governance
  - the regulatory framework for governance, including Company Law, Charity Law, the Trust's Articles of Association, the ESFA Funding Agreement and the Academies Trust Handbook.
  - the application of approved policies and procedures
11. Advise Members on their roles and responsibilities and ensure arrangements are in place for them to receive the information required for them to effectively discharge their responsibilities.

### **Compliance and governance documentation**

12. Ensure that the Trust complies with all statutory requirements.
13. Compile and submit statutory returns and other information as required, including to the Department for Education, the Charities Commission and Companies House, maintaining statutory registers as required.
14. Maintain records of Trust Board and committee constitutions and memberships.
15. Maintain a Trust policy register and advise on the policy review and approval cycle.
16. Ensure copies of statutory policies and other documentation such as the Scheme of Delegation and Register of Interests are promulgated and published in line with statutory requirements and as approved by the Trust Board.
17. Advise the Trustees on the governance-specific risks to be included in the Trust's Risk Register.
18. Support the production of the Trust's annual report and governance statement published in the annual accounts.
19. Manage the flow of information between the Trust Board, its central committees and the Local Academy Committees, maintaining an up to date record of all Board and committee business.
20. Develop and maintain the governance code of conduct.
21. To provide updated statutory and other Trustee information to be uploaded to the Trust / schools website to ensure a relevant and up to date Trustee presence online.
22. Ensure compliance of all standardised Trustee
23. Regularly check, monitor and review all DBS for members and Trustees in liaison with the HR team.

### **Governance, membership and structure**

24. Ensure the efficiency and effectiveness of the Trust's governance framework.
25. Ensure the Trust Board and its committees are properly constituted.
26. Assist the Trust Board and its committees on succession planning.
27. Support the Trust Board and Local Academy Committees in developing effective and inclusive recruitment practices which promote diversity.
28. Oversee Member, Trustee and Local Academy Committee governor recruitment, advising on election and appointment procedures.
29. Conduct annual skills audits of the Board of Trustees and its committees deliver the results with advice on their capacity to discharge their duties.
30. Maintain and publish the register of interest.
31. Manage the Trust-wide induction process for Members, Trustees and the members of the Board's committees.
32. Assist in the process of new schools joining the Trust, including on due diligence and academy conversion.

### **Evaluation and development**

33. Managing a programme of regular evaluation of the quality of governance, including skills audits and the self-evaluation of the Board of Trustees and its committees to help improve effectiveness and to inform the development needs of their members.
34. In conjunction with the Chair of the Trust, developing and implementing a training programme for Trustees and other members of its committees.
35. Assist with skill audit of Trustee. Including administrating and record keeping of professional programmes of training and development for all tiers of governance.

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**PERSON SPECIFICATION**

Otherwise strong candidates who do not meet all of the essential requirements may still be considered.

	<b>Skills, knowledge and aptitudes</b>	<b>Essential or Desirable</b>	<b>Assessed by</b>	
			<b>Application form</b>	<b>Interview</b>
1	Knowledge of school governance procedures	E	X	X
2	Knowledge of academy sector governance procedures	D	X	X
3	Excellent listening, oral and writing skills	E	X	X
4	Experience of compiling agendas and taking accurate and concise minutes	E	X	X A test will be undertaken
5	ICT including keyboarding skills, use of email, the internet and websites	E	X	X
6	Organising their own time and working to strict deadlines	E	X	X
7	Organising and clerking meetings	E	X	X
8	Ensuring effective co-ordination between committees	E	X	X
9	Record keeping, information retrieval and dissemination of governance documentation	E	X	X
10	Excellent verbal communication skills, particularly in front of groups and ability to articulate well	E	X	X
11	Developing and maintaining contacts with outside agencies, e.g. Department for Education, ESFA	D	X	X
12	Knowledge of education legislation	E	X	X
13	Knowledge of data protection legislation	D	X	

	<b>Qualifications and training</b>			
14	A level or equivalent	E	X	
15	Degree or equivalent	D	X	
16	Already attended, or make a commitment to attend, the National Training Programme for Clerks or equivalent	E	X	
	<b>Experience</b>			
17	Working as a clerk and/or company secretary in the school sector	E	X	X
18	Working as a clerk or company secretary in an academy trust	D	X	X
19	Working in an environment requiring taking the initiative and self-motivation	E	X	X
20	Working as a member of a team	E	X	
	<b>Personal attributes</b>			
21	Motivated self-starter, capable of taking the lead in the areas of work for which they are responsible	E	X	X
22	Ability to maintain confidentiality, impartiality and personal integrity	E	X	X
23	Flexible approach to working hours	E	X	X
24	Openness to learning and change	E	X	X
25	Positive attitude personal development and training	E	X	
26	Ability to confidently address groups of people and individuals	E		X
27	Excellent interpersonal skills	E		X
	<b>Other requirements</b>			
28	Work from home when not attending meetings	E	X	
29	Have regular and reliable access to a telephone, PC, printer and internet facilities	E	X	
30	Ability and willingness to work at times convenient to	E	X	X

	the Trust including evening meetings			
31	Ability to travel to meetings, including those in the Trust's academies	E	X	X
32	Available to be contacted as and when required	E	X	X
33	GMAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants	E		