



Job Description

Job Title:		Head of Governance			
JE Code:	A4959	Evaluation:	692 points	Grade:	N11
Date:	May 2022	Status:	Final		
Location		Based at NEAT Head Office			
Responsible to:		Chief Executive Officer, and to the Board Chairs as Clerk to the Directors as set out in the appendix			
Responsible for:		Governance Support Adviser			
Job purpose:		As a member of the Trust's Executive and Central Senior Leadership Team, be the trust's strategic lead for all aspects of governance, supporting the Board of Directors, Governors and senior leaders to ensure the highest standards of governance across the NEAT Group.			

Main Responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Strategic Leadership and Management

As a member of the Trust's Executive Team:

1. contribute to shaping the trust's vision, values, strategy and operating model and developing and delivering the trust's Strategic Priorities;
2. provide strategic leadership and direction for the trust and its schools;

As a member of the Central Business Services Senior Leadership Team:

1. lead the development of services and trust-wide policies within own areas of specialism;
2. design and implement transformational change programmes to improve performance, build capabilities and strengthen behaviours across the trust;
3. provide high level advice to the Boards of Directors and the CEO within own areas of expertise; and

4. contribute to growth strategy, ensure due diligence and the effective induction of new academies.
5. develop content to ensure effective internal and external communications within areas of responsibility

Lead the delivery of the corporate governance service to ensure it meets the current and future needs of the Trust, its schools, traded services and NEAT Active Ltd:

Corporate Governance:

1. Evaluate and review the trust's governance framework (including the Members' Agreement, Articles of Association and Schemes of Delegation) in consultation with the Chair of the Board of Directors and the Joint Education Team of the Durham and Newcastle Dioceses to ensure it is consistent with the Trust's operating model and all levels of governance function coherently together.
2. Support the efficient and effective operation of the Trust Board, its Committees and the Members, ensuring that business drives the successful delivery of NEAT's vision and strategic priorities.
3. Act as Clerk to the Directors and Company Secretary for NEAT Academy Trust and any subsidiary companies (see appendix).
4. In conjunction with the Chairs, ensure an effective strategy for the recruitment, induction, development, appraisal and succession planning of non-executive directors and local governors.
5. Lead, develop and implement the governance CPD programme, networking events and conference, engaging with external providers as needed.
6. Facilitate communication between all levels of governance and executive/school leaders and act as the first point of contact with the Board.
7. Work with colleagues to ensure effective management information reporting so that all levels of governance have appropriate evidence to hold executive and school leaders and the board to account.
8. Work with colleagues to ensure that trust and school improvement planning/ reporting and scrutiny/evaluation processes enable effective support and challenge by non-executive directors and governors.
9. Support governance at all levels to ensure appropriate preparation for inspection.
10. Support the self-evaluation and external review of governance including the development of strategies and actions to address recommendations.

11. Ensure that the trust has effective systems and processes for corporate governance including the maintenance of accurate records, publication of information and statutory reporting.
12. Ensure that the trust has effective governance arrangements in place for staff appointments, pupil admissions, complaints, hearings and appeals.
13. Commission and ensure the effective delivery of external governance support as required.

Other corporate responsibilities:

1. Keep the Board of Directors and the Executive Team updated on emerging education policy, changes to regulations etc that may impact on the trust's strategic priorities.
2. Ensure the Trust, its schools and NEAT Active Ltd has an appropriate framework of policies and procedures that enable the trust's vision and strategic priorities to be achieved, are consistent with the trust's values and comply with the trust's statutory obligations.
3. Ensure that the trust meets its regulatory and statutory obligations and there are consistent processes in place for the management of admissions, exclusions and complaints across the trust.
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5. Co-ordinate the process to implement changes to provision and funding agreements on behalf of the trust and its schools.
6. Ensure that the trust embraces its public sector equality duty and has identified objectives and actions that provide for a positive and proactive approach to promoting equality of opportunity, eliminating disadvantage and fostering good relations.
7. Procure goods and services to support the above functions ensuring these meet the business needs and quality standards.
8. Develop and maintain good working relationships and effective networks with internal and external customers, Dioceses of Durham and Newcastle, DfE, ESFA, Companies House, professional bodies for governance, LAs and other agencies.

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.

3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.

Appendix – responsibilities as Clerk to the Directors/Company Secretary

Job Title:	Clerk to the Directors/Company Secretary
Responsible to:	Chair of NEAT Board of Directors/Chair of NEAT Active Ltd Board of Directors

1. Carry out the role of Clerk to the Directors as specified in the relevant Articles of Association.
2. Carry out the role of Company Secretary for NEAT Academy Trust and NEAT Active Ltd.
3. Advise the Boards on their core functions and procedural matters with reference to the relevant regulatory frameworks and legislation, seeking advice from third parties as necessary.
4. Develop agenda plans in consultation with the chairs and executive/school leaders to ensure that business is planned to enable the core governance functions to be fulfilled effectively and coherently across the trust.
5. Convene meetings as directed by the Boards and their committees and ensure their effective administration including drafting agendas/minutes and the follow-up of agreed action points.
6. Advise the boards and their committees on membership and succession planning, ensuring there are open and transparent procedures for appointments, elections and removal of individuals as appropriate.
7. Ensure the effective management of director and local governor records including all necessary statutory checks are completed.
8. Support the boards and their committees to evaluate the effectiveness of governance.
9. Delegate appropriate responsibilities within the remit of the Clerk to the Directors to other governance professionals as required to the Directors to other governance professionals as required.