



## **Governance Partner x 2**

### **Nicholas Postgate Catholic Academy Trust**

<b>Required:</b>	As soon as possible
<b>Salary:</b>	Grade H, SCP 17-20 (£23,836 - £25,295). Salary will be pro rata to hours/weeks worked)
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	We are looking to appoint two part-time positions; hours to be discussed with candidates at interview. The positions will be term time only plus 4 weeks.

#### **The organisation**

The Nicholas Postgate Catholic Academy Trust (NPCAT) was formed on 1<sup>st</sup> September 2018 and consists of 22 primary and 4 secondary schools spread across Middlesbrough, Stockton, Redcar and Thirsk. With more than 9,000 students and 1,200 staff, the Trust is now one of the North-East's largest Trusts and the second largest Catholic Multi-Academy Trust in the UK.

#### **The role**

We are looking to appoint two Governance Partners who have experience of providing clerking services, preferably in an educational setting and will be able to demonstrate their understanding and application of corporate governance principles.

The successful candidates will have strong organisational and administrative skills and the ability to work to tight deadlines while being able to respond to changing priorities.

Candidates must be prepared to work flexibly, as this role will involve working outside normal business hours to attend and minute meetings and governor training sessions, as well as the ability to travel to schools within the Trust. Candidates must be able to meet the criteria detailed in the person specification.

#### **Further information**

Application packs are available from the NPCAT website: <https://npcat.org.uk/current-vacancies/>  
Candidates should complete and return the support staff application form, a recruitment monitoring form and a rehabilitation of offenders form to: [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk)

For an informal discussion about the role please contact Pat Sivewright, Head of Governance and Policy on 01642 298100.

**Closing Date:** Friday 27<sup>th</sup> September 2019 by 12 noon

**Interview Date:** To be scheduled

**The safety and wellbeing of children and young people is central to our ethos and we expect staff and volunteers to share this commitment. Applicants will be required to supply two references, medical check, undertake an enhanced Disclosure and Barring Service (DBS) check to comply with the Safeguarding and Child Protection policies of the Trust.**



## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Governance Partner
<b>GRADE:</b>	Grade H (£23,836 - £25,295 Pro-rata for TTO plus 4 weeks)
<b>RESPONSIBLE TO:</b>	Head of Governance and Policy
<b>JOB PURPOSE:</b>	To provide advice to Local Governing Bodies within the Trust on governance, constitutional and procedural matters.

## **MAIN DUTIES/RESPONSIBILITIES**

1. Provide advice to the Trust's Local Governing Bodies
  - Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
  - Act as the first point of contact for governors with queries on procedural matters;
  - Where necessary seek advice and guidance from third parties on behalf of the governing body;
  - Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
  - Offer advice on best practice in governance, including on committee structures and self-evaluation
  - Ensure that statutory policies are in place, and are revised when necessary, under the direction of the Trust's Governance & Policy Manager
  - Advise on the annual calendar of governing body meetings and tasks
  - Distribute induction materials and contribute to the induction of governors taking on new roles, in particular chair or chair of a committee
2. Effective administration of meetings
  - With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meeting, in line with Trust requirements
  - Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
  - Ensure meetings are quorate, record the attendance and apologies of governors and take appropriate action in relation to absences
  - Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and circulate drafts within agreed KPIs
  - Follow-up any agreed action points with those responsible and inform the chair of progress

### 3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school and Trust;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of governing bodies; and
- Maintain governor meeting attendance records and advise chairs of potential disqualification through lack of attendance
- Advise governing bodies on succession planning

### 4. Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform governing bodies and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in schools, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website

### 5. Additional Services

The Governance Partner may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels a governing body is required to convene
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Prepare briefing papers for governing bodies, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice as well as participating in performance management meetings
- Keep up-to-date with current educational developments and legislation affecting school governance

## **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the NPCAT may determine.**

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE
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## PERSON SPECIFICATION – GOVERNANCE PARTNER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	NVQ 3 or equivalent qualification or experience in relevant discipline	AF/C			
<b>Experience &amp; Knowledge</b>	E2	Experience of committee working, clerking of committees or serving as a school governor	AF/R/I	D1	Full working knowledge of relevant policies/codes of practice/legislation	AF/I
	E3	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	AF/I			
	E4	Knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Church Authorities and the DfE	AF/I			



<b>Skills</b>	E5	Ability to write agendas and accurate concise minutes	AF/R/I			
	E6	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF/R/I			
	E7	IT skills	AF			
	E8	Ability to record information in an accurate, logical and systematic manner	AF/R/I			
	E9	Ability to communicate well both orally and in writing to a wide range of audiences	AF/R/I			
	E10	Ability to maintain accurate records	AF/R/I			
	E11	Ability to organise personal time and work to deadlines	AF/R/I			
<b>Personal Attributes</b>	E12	Participate in development and training opportunities	AF/R/I			
	E13	Integrity, impartial and the ability to maintain confidentiality	I			



<b>Special Requirements</b>	E14	Able to work at times convenient to the governing body, including evening meetings	AF/I			
	E15	Willingness to attend appropriate training and development	AF/I			
	E16	Ability to travel to meetings	AF/I			
	E17	Suitability to work with children	D			
	E18	Commitment to the Catholic ethos and aims of the Academy Trust	AF/I			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
D	Disclosure
I	Interview
R	References