



Governance Professional

Team:	<p>Governance Team</p> <p>This role is also part of the Operations Team at Wilson's School, which consists of all support, technical and administrative staff members.</p>
Performance Reviewers:	Chair of Trustees and a member of the Leadership Team
Hours of work:	<p>12 hours per week, across up to 38 weeks per annum working in the office during the working day. The working weeks each year will include the school's term time weeks. The days of work and number of hours each day are to be agreed.</p> <p>Evening Meetings - In addition to the 12 hours pw office based work attendance at evening meetings is required. There are around 17 standard evening meetings each year plus any ad hoc additional meetings as may be required.</p>
Place of work:	Wilson's School, Mollison Drive, Wallington, SM6 9JW
Key Purpose:	To provide a full clerking service for all Trust Board and committee meetings for Wilson's School and for all Foundation and Trust meetings for the Wilson's Grammar School Foundation and General Charitable Trust
Detailed Job Description (Duties & Responsibilities):	<p>Provide advice to the Trust Board and Foundation & Trust</p> <ul style="list-style-type: none"> • Advise on government legislation and procedural matters relating to governance, seeking legal advice and guidance where necessary • Ensure that statutory policies are in place, and revised when necessary, with the assistance of staff • Answer queries in relation to the role of trustee • Advise on the annual calendar of meetings and tasks • Provide induction documents and background information to new appointee trustees • Advise on training opportunities for trustees • Prepare briefing papers for the trustees on matters relating to governance, as necessary

Provide effective administration of meetings

- Trust Board, Performance Committee, Education & Policy Committee, Finance & General Purposes Committee, and Foundation & Trust plus ad hoc meetings
- Arrange calendar dates for meetings in agreement with the school administration, trustees, annually and for ad hoc meetings
- Book appropriate meeting venues in advance
- Arrange catering for the meetings in advance
- Prepare draft Agenda having regard to matters arising from previous minutes and the annual cycle of business
- Consult and agree the draft Agenda with appropriate personnel and the relevant Chair (Foundation/Trust or TB) prior to circulating to all trustees.
- Collate the relevant papers and documents
- Ensure that the Agenda and all available papers are uploaded to the Trustee portal (or equivalent system) in advance of each meeting
- Prepare and send a Chair's Agenda or e-mail to the relevant Chair 24 hours prior to each meeting, where necessary, briefing the Chair on last minute changes or additions, late tabled papers, apologies and other matters of which the Chair should be aware.
- Check that the room is set up appropriately prior to meetings.
- Ensure meetings are quorate and take appropriate action if this is not going to be the case.
- Record the attendance of trustees at meetings (and any apologies), and summarise attendance annually for the website (Autumn).
- Attend the meetings to take notes.
- Prepare the draft minutes of meetings to provide a record of the discussion, challenge, action and decisions. Consult relevant personnel on draft minutes and gain approval from the relevant Chair prior to circulation to trustees.
- Ensure that the agreed Minutes are signed and the Minute Books are kept up to date.
- Ensure that agreed actions are communicated to the relevant personnel and they are aware of agreed timescales.

Manage membership of trustees

- Ensure business and pecuniary interest forms are completed and filed on an annual basis, and summarised annually for the website (Autumn).
- Monitor terms of office for all trustees, as well as chairs of committees, and ensure any appointments, re-appointments or vacancies are raised with the relevant Chair and included on relevant agenda, and send out letters confirming appointments.
- Ensure all relevant forms and declarations in relation to changes in trusteeship are completed and filed, and the any government required database is up to date.
- Ensure enhanced DBS check is conducted for trustees by the HR Officer.
- Arrange Parent Trustee elections as required.
- Assist in meeting the Companies Act requirements of the Company Secretary for Wilson's School by ensuring that all required notifications are filed at Companies House at the required times

Organise ad hoc committees and meetings

- Arrange dates and liaise to find panel members for ad hoc Trust Board meetings and Panels e.g. Staff Disciplinary or Grievance, Pupil Disciplinary and Exclusions, Complaints, Sixth Form Agreement meetings, having regard to the timescales set out in any relevant procedures.
- Attend meetings/hearings to take notes of ad hoc meetings, committees and panels and prepare and send any letters or outcome documentation following such meetings within required timescales
- Make arrangements for the Head's Performance Management Review on an annual basis (Autumn) liaising with the Chair, trustees and external advisor to ensure that all the meeting arrangements and relevant paperwork is in place
- Make arrangements for the Staff Salaries Committee (Autumn), ensuring relevant trustees attend, and take a note of the outcome for the file.

Manage information

- Maintain copies of current terms of reference and membership of committees and working parties.
- Maintain contact lists of members of the trust board/trustees.
- Manage and update the GIAS (or equivalent system), ensuring records held are kept up to date and accurate and are reviewed regularly.
- Organise and monitor effectiveness of any subscriptions for trustee training or information resources.
- Ensure that policies and procedures approved by the Trust Board are available to staff and parents (as appropriate) by placing them on the internal staff systems and / or website. Review the relevant sections of the website and internal staff systems to ensure that the documents are up to date and easily accessible.
- Monitor review dates for all policies and procedures ensuring that such documents are reviewed by the relevant internal personnel and Trust Board committee at the appropriate times.
- Regularly check that all the documents in the Staff Handbook folders on the internal staff systems are current and up to date.

Additional tasks

- Assist in maintenance of the School Archives; keeping all documents in an organised manner, keeping a record of additional materials added. Respond to requests for items or information from the Archives.
- Assist Senior Leaders in the preparation of reports, including Directors' reports and additional government required reports.
- Any other task reasonably requested by the Leadership Team, Head, Chair of the Trust Board or the Chair of the Foundation/Trust.

Team Responsibilities:

The School's motto is 'Not for oneself but for all'. All members of staff should embody this in their day-to-day support of education at Wilson's School and through contributions to the wider life and ethos of the school. The behaviours below refer to your role in the Administration Team and as a member of the wider Operations Team:

	<ul style="list-style-type: none"> • Adopt and project a positive, professional, ‘can-do’ attitude with all stakeholders. Appreciate and support the role of other professionals, establishing constructive working relationships. • Enable and support effective communication and information flow across the team. • Work with efficiency, liaising with others as necessary about your progress, prioritising tasks to meet agreed deadlines. • Seek to solve problems as they arise. • Adopt a collaborative and flexible approach, accepting that systems, structures and routines must flex to support educational provision. Expect to assist other members of staff with tasks and duties in order to promote effective teamwork. • Support, as required, significant events within the School, including (but not limited to): <ul style="list-style-type: none"> ○ Entrance examinations and Aptitude tests ○ Open events ○ Public and internal examinations ○ Book return ○ Visits ○ Prizegiving ○ Founder’s Day ○ Responses to major incidents <p>When this involves work outside of normal working hours, notice will be given and appropriate recompense offered, typically either via time off in-lieu or overtime payment (to be determined at the discretion of the Executive Head).</p> <p>All members of the Operations Team are responsible for ensuring that relevant School operations can continue effectively during holiday periods, even if they do not work at these times.</p>
<p>Training and Development:</p>	<ul style="list-style-type: none"> • Take proactive steps to stay up to date with legislative and regulatory requirements relevant to the role. • Participate in training and other professional development activities provided by the School. • Take responsibility for own professional development, identifying and closing gaps in knowledge, understanding and skills. Seek out and undertake training as appropriate for the role. • Engage actively in the performance management process, addressing appraisal targets set in conjunction with the Performance Reviewers.
<p>General Professional Standards:</p>	<ul style="list-style-type: none"> • Be familiar with and promote safeguarding and child protection requirements, including <i>Keeping Children Safe in Education</i> and the School’s Safeguarding and Child Protection Policy and procedures. • Play a full part in the life of the School, supporting its ethos and values and ensure colleagues and pupils adhere to the School’s expectations. • Be receptive to any reasonable request from a manager to undertake work or other duties of a similar level that are not specified in this job description.

- Ensure all interactions with colleagues, pupils and others are professional and courteous, building relationships based on mutual respect and positivity.
- Promote equal opportunities and celebrate diversity in all aspects of the School and its community.
- Be aware of and comply with the School's policies and procedures, in particular those relating to staff conduct, pupil conduct, safeguarding, staff absence, staff dress code, health, safety and security, confidentiality and data protection.
- Maintain high standards in attendance and punctuality.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified here and you may reasonably be expected to undertake work or other duties of a similar level that are not specified in this Job Description.

This Job Description will be subject to periodic review. It may be subject to modification by Senior Leaders at any time in consultation with the postholder.