



Job Title:	Company Secretary & Governance Professional
Responsible to:	CEO (and Chair of Trustees for Governance matters)
Responsible for:	Clerk to Local Governing Boards
Working pattern:	37 hours a week, flexible working hours scheme
Grade:	MG6

Statement of Purpose:

The Company Secretary serves as the Trust's Governance Professional, supporting effective governance across the Board of Trustees and Local Governing Boards (LGBs) by coordinating activity at all levels of governance and providing advice on constitutional and procedural matters.

The Company Secretary is responsible for ensuring that the Board of Trustees is properly constituted, that meetings are properly conducted, and that decisions are properly recorded.

To manage governance compliance, ensuring the Trust adheres to its governing documents and the regulations set out by its regulators.

To manage the Clerk to LGBs ensuring that LGB's receive exceptional administrative support.

The Company Secretary supports the effective operation of the Trust and works to uphold and promote its vision and values.

Main Responsibilities:

The Company Secretary is accountable for supporting high standards of governance at every level of the Trust's operation.

The Company Secretary will:

- o Organise Board and Committee meetings, ensuring coordination and effective communication between these.
- o Work with the Chair and ELT to formulate meeting agendas.
- o Advise ELT presenting and reporting to Board or Committee meetings.
- o Collect, organise and distribute agendas, minutes, reports or other relevant documentation ahead of meetings.
- o Ensure that all meetings are minuted, that meeting minutes are certified, and that appropriate records are maintained.

- o Keep accurate records of matters, actions and decisions arising from meetings, and follow up on these as required.
- o Ensure that Boards, Committees and meetings are properly constituted, and that clear terms of reference are in place.
- o Support the development of the Trust's governance framework and suggest improvements to systems, processes and structures.
- o Support the nomination and election of Members and Trustees and monitor the election and appointment of processes for LGBs.
- o Support the effective induction of new Members and Trustees in collaboration with the Chair and Director of HR.
- o Advise on all governance matters, including constitutional and procedural issues, and the legal and regulatory implications for Board plans and decisions.
- o Lead the Trust's centralised Clerking service by line managing the Clerk to LGBs, determining their objectives, reviewing performance and managing their professional development.
- o Arrange the annual Members' meeting, including preparing and circulating documents, supporting Chair and ELT preparations, and minuting the meeting.
- o Ensure the Trust complies with its Articles of Association and liaise with the Secretary of State for Education to amend these where appropriate.
- o Ensure the Trust's governance arrangements reflect best practice and advise on adaptations to the Trust's Scheme of Delegation as the Trust develops.

Compliance

The Company Secretary will be accountable for establishing and monitoring the Trust's governance compliance procedures, and for ensuring that it adheres to the requirements and regulations placed upon it.

The Company Secretary will:

- o Lead the processes of regulatory compliance with the Trust's Articles of Association on all non-financial matters, including reporting requirements, working with ELT as required.
- o Ensure that the Trust complies with relevant legislation and company law.
- o Keep under review and brief the Board on legislative, regulatory and governance developments that may impact the Trust.
- o Ensure that the Trust complies with its regulators' requirements, including those set by the Department for Education, the Charity Commission and Companies House.
- o Support the production of reports required by various bodies, including end of year annual report and governance statement, accounts returns and Companies House filings, and ensure that these are submitted and/or published on time.
- o Notify Companies House of any changes in the Trust's constitution as required by law.
- o Ensure that the content on the Trust website meets statutory requirements and coordinate any updates required
- o Publish and update details of Members and Trustees on Government and Trust websites.
- o Ensure that governance-specific risks are included in the Trust's risk register.
- o Respond to issues including concerns and complaints related to School governance.

Administration

The Company Secretary will be accountable for supporting the effective operation of the Trust, and for supporting ELT and the Board to discharge their duties appropriately.

The Company Secretary will:

- o Maintain the Trust's registers of Members, Trustees and ELT interests, meeting attendance records, skills audits, gifts and hospitality accepted and refused and respond to requests concerning the information contained therein. Ensure that these records are effectively maintained for LGBs.
- o Support effective stakeholder communications and lead governance-related communications.
- o Manage the flow of information between the Trust board and committees and Members, maintaining an up-to-date record of academy committee business.
- o Oversee the use of the Trust's official documents including required company and charity details.
- o Coordinate, track and publish the Trust's policies and procedures.
- o Develop, implement and monitor the Trust's records retention and disposal policy.
- o Coordinate and provide support to Trustee training and events as required.
- o Act as the Trust's Data Protection Officer, ensuring compliance with data protection regulation and best practice, responding to Freedom of Information and subject access requests, and advising on data protection where required.
- o Administer the Trust's online training platform for Members and Trustees. Allocate and track completion of mandatory training modules.
- o Coordinate travel and hotel arrangements for Trustees if required.
- o Undertake mandatory and professional training relevant to the role and keep professional knowledge up to date.
- o Maintain confidentiality as is required by the role.

Any other reasonable duties as required by the Chair of Trustees or Executive Leadership Team.

This job description may be amended at any time in consultation with the postholder.