



Agape Multi-Academy Trust

Governance Professional at Altwood Church of England School – Job description

Main Duties:

- To provide a full administration service to Altwood School's Local Governing Committee (LGC) and its associated Committee meetings.
- Attend all permanent exclusion and appeals against suspension meetings having ensured all paperwork has been produced and is distributed to all parties in accordance with statutory timescales. Advise the Panel as required.
- In the event of an appeal regarding Governor Panel decisions on exclusions, take responsibility for establishing an independent panel to review the decision ensuring all paperwork is distributed.
- Take responsibility, in conjunction with the school, to arrange Staff Grievance and Staff Disciplinary Governor Panels when necessary. Attend such meetings, advise and record discussions.
- Liaise with the Chair of Governors/Chair of the relevant Committee to publish the agenda for each meeting and to distribute the paperwork for the meetings.
- To be responsible for taking the minutes of all meetings maintaining a clear record of debate & effective governance.
- To keep and maintain governor records relating to attendance, training, terms of office and a register of interests.
- Responding to formal requests for the disclosure of minutes.
- Be responsible for ensuring that the governor information on the school website remains up to date meeting all statutory requirements.
- Establish, in discussion with the LGC, open and transparent vacancy filling processes and efficient procedures for election and appointment.
- Ensure new governors receive induction materials and support and DBS checks are carried out.
- Act as a main point of contact for the LGC, including for such items as governor nominations, notice of admission and exclusion appeals etc.
- Maintain records of governor correspondence and respond to communications as appropriate.
- To provide advice on constitutional matters, procedures and recommended good practice including key trust

compliance documents.

- Ensure the LGC are working to the Trust Board's scheme of delegation.
- Be a conduit of communication between the Trust Board/Lead Governance Professional and the LGC.
- By arrangement and agreement to provide cover in the absence of fellow governance professionals including visiting other sites within the Trust as necessary.
- Develop and maintain professional working relationships with the LGC, school leaders and the Lead Governance Professional.
- Undertake appropriate and regular training to develop knowledge and practice.
- Any other duties as the Chair of Governors, Headteacher or Lead Governance Professional may reasonably require.
- The hours for this role are not fixed due to the nature of the post. Therefore, the post holder must be flexible in their approach and be able:
 - To attend weekday afternoon/early evening meetings as scheduled
 - To attend ad hoc panel meetings
 - To visit the school if necessary to carry out admin duties
 - To work at home on their own initiative to meet deadlines