



Job Description

Title of post	Director of Governance and Corporate Affairs
Remuneration	SCP Grade N/ SM1 (Pay Range £48,474 - £60,305)
Hours of work	Full time/ Permanent
Line manager and responsible for reviews	Chair of the Board for responsibility as Governance Professional Chief Executive Officer (CEO)

Purpose of the Post:

To lead and provide best practice in governance, compliance, and corporate affairs across Northern Star Academies Trust.

To act as the lead Governance Professional to the Board of Trustees.

Overall Responsibility:

The NSAT Director of Governance and Corporate Affairs will deliver a culture of excellent governance, communication, and compliance across our Multi Academy Trust Partnership.

Main Duties/Responsibilities:

To support the efficient and effective operation of Northern Star Academies Trust Board (NSAT) and its committees, ensuring Board business continues to drive the successful delivery of the Trust's strategic objectives.

- To hold the position of Company Secretary to the Trust Board, relevant Committees including the Local Governing Bodies of each school.
- To be responsible for ensuring appropriate meeting preparation and arrangements, agenda setting, board reporting, and ensuring actions are followed up accordingly.
- To provide strategic governance and policy advice to the Chair and other Trustees, as well as being the first point of contact on Board business.
- To lead on maintaining robust corporate governance across Northern Star Academies Trust, including ensuring the Trust continues to meet its regulatory and statutory reporting obligations.
- Advising the Chair, Chief Executive Officer and other Trustees and Members on key matters of regulatory and statutory importance.
- Ensuring statutory compliance including filings with Companies House, the Charity Commission, the Department for Education, and the Education and Skills Funding Agency.
- Ensuring that Board decisions are made and implemented in accordance with the Memorandum of Understanding and Articles of Association, as well as NSAT operational procedure.
- Working closely with the Trust's Senior Leadership Team to maintain fidelity of format, content and drafting of all statutory reports and annual reviews.
- Ensuring diverse appointments are made and an appropriate skill-mix is reflected on the Board through maintaining Board membership and managing new appointments and their induction.
- Be custodian of the Articles of Association and Scheme of Delegation.
- Provide advice and guidance to the Chair, Chief Executive Officer, Senior Leadership Team, and Trustees as required.
- Provide effective oversight of and plan for the appointment, reappointment and retirement of Members, Trustees, and committee members.



To drive the Trust's development of system leading governance arrangements through ensuring high standards of local challenge and support and enable all layers of governance to function as an effective and coherent whole.

- Ensure a high standard of local academy challenge and support through developing standardised systems of governance and reporting, sharing good practice and identifying where local interventions are necessary.
- Ensure effective communications between local and Trust governance so that information flows efficiently both ways.
- Build proactive and productive working relationships with school leaders, local Chairs, and local governors, and act as troubleshooter for governance issues across all academies.
- Lead recruitment and retention of local governors.
- Lead on embedding the NSAT governance handbook, code of conduct and local governance terms of reference across the whole Trust.

To work collaboratively with key corporate services of Northern Star Academies Trust so that governance and policy across the Trust supports and enables the delivery of strategic objectives.

- Support due diligence activity of new academies potentially joining NSAT by preparing the schools' current governing body for conversion/transfer.
- Lead on co-ordination of key policies across the Trust, including defining which sit at school and Trust-level, and driving the production and updating of central Trust policies.

To maintain strategic oversight of Data protection/ GDPR so that the Trust complies with laws, regulations, and ethical standards.

- Monitoring and reviewing the Trust's compliance activities and records.
- Advising and training management and employees on compliance issues and risks
- Managing and motivating a team of governance and compliance officers
- Keeping up to date with changes in relevant laws and regulations pertaining to Data Protection/ GDPR.

Additional responsibilities

The Director of Governance and Corporate Affairs may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the Trust Board is required to convene.
- Participate in and contribute to the training of Trustees in areas appropriate to the Governance Professional role.
- Maintain a file of relevant Department for Education (DfE) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the Trust Board, as necessary.
- Conduct skills audits and advise on training requirements and the criteria for appointing new Trustees relevant to vacancies.
- Perform such other tasks as may be determined by the Trust Board and CEO.

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting academy governance.
- Participate in regular performance management.



Professional Responsibilities for all Associate Staff:

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies, and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training.

People and Relationships

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible, and positively promote the work that is carried out.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.



Northern Star Academies Trust

77 Gargrave Road, Skipton, BD23 1QN, North Yorkshire | 01756 707600 | info@nsat.org.uk | www.nsat.org.uk

Northern Star Academies Trust is a charitable company limited by guarantee. Company number: 07553531