

# The Dunstan Catholic Educational Trust

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Trust Governance Lead

Application Pack

May 2022

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Dear Applicant,

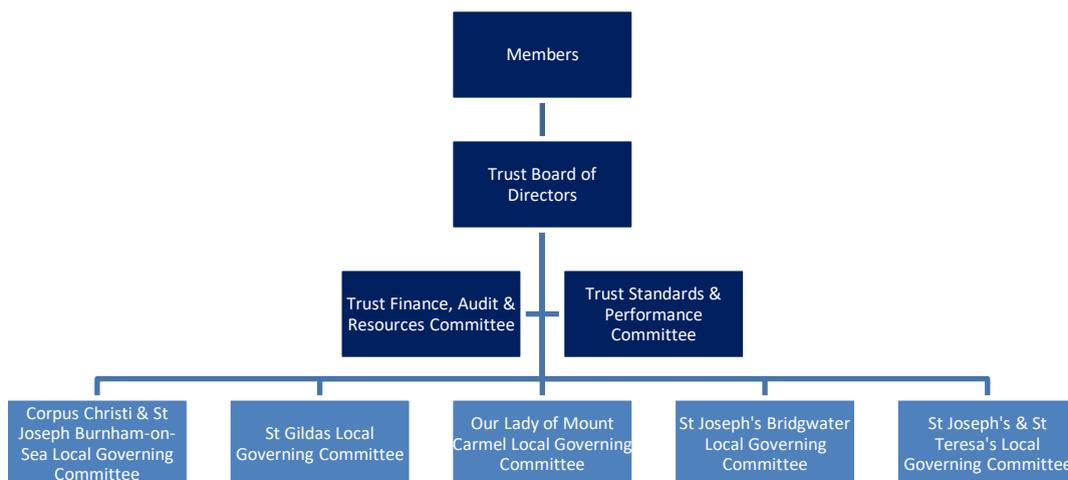
Thank you for your interest in the Trust Governance Lead role for a start date wef 1 September 2022.

This is an exciting time to join us, the DCET opened on 1 March 2022 as one of the first Catholic multi-academy Trust's (MATs) in Clifton Diocese. The DCET currently oversees six primary schools based in Somerset and North Somerset with a combined total of circa 1200 pupils, 200 staff and £5m budget. However, the Bishop's ambitious growth plan means it is expected to expand quickly over the next few years to over 20 schools with a mix of primary and secondary schools. More details about the Trust, its vision, values and schools can be found via: [The Dunstan Catholic Educational Trust \(thedcet.com\)](http://thedcet.com)

The Trust Board seeks to appoint a Trust Governance Lead, on a 0.4 permanent, part-time basis who will lead the provision of independent and authoritative expert governance advice, guidance to the Members, Trust Board, trust committees, executives and the central clerk team. The Trust offers the career development opportunity to lead and shape governance and clerking team practice from the year of opening. The Bishop's growth plan means you will need to be flexible and proactive in the context of changing organisational needs, strategic priorities and expansion, which could result in increased hours over time.

Handover, transition and coaching and mentoring support is available from an experienced external company secretary and trust governance lead if required. As is access to ongoing continuous professional development via the Trust's membership of the Confederation of School Trusts and Somerset Governor Services.

The DCET governance structure diagram is shown below and more details can be found via: [Governance \(thedcet.com\)](http://thedcet.com). You will need to work flexibly to attend formal meetings which are often held in the early evening to accommodate busy volunteers who have daytime commitments.





## What We Can Offer You

- Employer contributions to the Local Government Pension Scheme
- Excellent career development opportunities as the Trust grows
- Handover, transition and/or coaching and mentoring support provided by an experienced external company secretary and trust governance lead. The latter could be helpful particularly if you have not worked in the education sector previously.
- Access to continuous professional development via Trust membership of sector professional body/ies e.g. Confederation of School Trusts and Somerset Governor Services.
- Annual leave of 25 days (pro rata) plus bank holidays rising after 5 years
- A flexible approach to work life balance

## To Apply

If you would like an informal conversation before applying, please contact the Trust's Chief Executive Officer: [HTaylor@theDcet.com](mailto:HTaylor@theDcet.com)

To apply, applicants should complete a CES model application for **Support Staff** in full, including the supporting statement via: [Vacancies \(thedcet.com\)](https://www.thedcet.com/vacancies)

Please submit your application to: [HTaylor@theDcet.com](mailto:HTaylor@theDcet.com) by the closing date/time stated on the next page. **N.B.** CVs will not be accepted. The Trust's privacy notice can be found via: [Privacy and Cookie Policy \(thedcet.com\)](#)

The Trust is committed to equality, diversity and inclusion and safeguarding. As the Trust Governance Lead you will demonstrate a commitment to supporting the Trust's Catholic ethos but you do not have to be Catholic to apply, as an inclusive employer applications are welcomed from all. Any appointment will be subject to the satisfactory completion of pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check and Section 128 clearance.

Finally, the Somerset area in the South West of England is a fantastic place to live and work. It is home to many natural and cultural sites of interest including beautiful beaches, harbours and coastal walking paths, Cheddar Gorge, Glastonbury Festival, the City of Wells, Bridgwater and Taunton Canal, willows and wetlands. Find out more via: [Somerset | Accommodation | Attractions | Things to do - Visit Somerset](#)

I look forward to hearing from you.

Kind regards,

*CChristie*

Catherine Christie  
Chair of Directors



## Trust Governance Lead Job Description

<b>Post title:</b>	Trust Governance Lead
<b>Contract:</b>	Permanent, part-time, 2 days all year round
<b>Salary:</b>	NJC Scale Points 35 – 40 (£39,571 - £44,624) pro rata (actual TBC)
<b>Base:</b>	At a Trust location with travel to schools and flexible working as per Trust policy
<b>Closing date:</b>	Monday 6 June 2022 at Midday
<b>Interview date:</b>	Thursday 16 June 2022
<b>Accountable to:</b>	Chair of Directors
<b>Reports to:</b>	Members, Trust Board and its Trust Committees
<b>Line Manages:</b>	Central Clerking Team
<b>Start Date:</b>	1 September 2022

**Responsible for:** leading the provision of independent and authoritative expert governance advice, guidance and company secretarial support to the Members, Trust Board, its committees, executives and the central clerk team. Liaison with the Diocesan Governance Officer is required to convene meetings for the Members. This is to enable the delivery of highly effective and ethical governance and strategic leadership of The Dunstan Catholic Educational Trust's (DCET) in line with its vision, ethos, strategy, and policies to serve the best interests of all pupils.

### **Job Summary:**

The Trust Governance Lead is the Trust's principal governance adviser who will work openly with the Members, Trust Board, its committees, executives and the Central Clerk Team to provide effective and ethical leadership, professional challenge and support in the development and delivery of proactive and robust governance and strategic leadership across the Trust. They will be instrumental in leading and overseeing the set-up of the Trust's governance arrangements, and its future upscaling within a Catholic MAT set to grow in line with the Bishop's ambitious growth plan.

The Trust Governance Lead will have delegated leadership responsibility for designing and overseeing implementation of Trust Board approved governance processes, policies and practice for the Trust as a whole. They will line manage and oversee the professional development of the Central Clerk Team. They will oversee all associated recruitment, induction, training and succession planning processes to ensure governance evidences a positive impact on educational and financial performance. They will work flexibly in meeting the needs of the Members, Trust Board, Trust Committees and busy volunteers.

### **Main Duties and Responsibilities:**

- 1 Uphold the Trust's Catholic ethos.
- 2 Act as the Trust's principal governance adviser to the Trust Board to ensure effective collective understanding and fulfilment of the Trust's constitution, their powers, core functions and statutory duties



- 3 Drive excellence in all areas of the Trust's governance processes, policies and practice.
- 4 Model the production of high-quality written reporting and performance data in a timely manner to the Members, Trust Board and its trust committees; ensuring information is clear and accessible and the key issues are highlighted to enable well-informed decisions in the best interests of children.
- 5 Ensure that the governance structure and membership is fit for purpose and scalable for growth
- 6 Ensure the Trust Board's Scheme of Delegation, including Scheme of Financial Delegation, clearly defines the differentiated roles and responsibilities, avoids duplication and is fully implemented.
- 7 Build into the governance calendar opportunities for self-evaluation, and external evaluation at least every three years, to assess the effectiveness of the Trust's governance arrangements and impact on educational and financial performance
- 8 Act as an advocate and ambassador for the Trust to build a strong, positive reputation for the Trust as the education provider and employer of choice.

### **Regulatory Compliance**

- 9 Manage the governance budget and oversee the commissioning of external specialist support when required to inform board and committee decision making and/or ensure compliance with statutory functions e.g. legal, DPO, H&S, HR, audit.
- 10 Support the Accounting Officer to maintain the highest standards of prudence, propriety and regularity and produce the statements required for inclusion in the annual audited accounts.
- 11 Maintain up-to-date statutory records/registers (including GIAS and Companies House) and ensure compliance with the publication requirements for the Trust as a charitable company regulated by the Department for Education.
- 12 Convene an Annual General Meeting in line with the stipulations set out in the articles.
- 13 Oversee the clerking of ad hoc panel meetings to manage complaints etc within set timelines.

### **People and Performance**

- 14 Meet at least termly with the Trust Board and Committee Chairs and executives to agree the agendas and reporting submission deadlines, ensuring all link explicitly to the strategic plan.
- 15 Oversee the development and maintenance of an electronic storage facility, access and use requirements which comply with data protection legislation and best practice guidance.
- 16 Line manage the Central Clerk Team and oversee their professional development to ensure the provision of consistently high quality and professional clerking support across the Trust.
- 17 Produce and oversee the implementation of a governance recruitment and development strategy to build knowledge, skills and capacity for future growth and manageable succession planning, particularly for key roles (i.e. board/committee chairs and vice-chairs, clerks).
- 18 Promote clarity about the delegated roles and responsibilities across the governance structure and effective two-way communication and relationships between the Trust Board and Members, local governors, executive and senior leaders.



## **General information**

The post holder will be required to comply with the Trust's policies and procedures.

All employees have a duty to safeguard and promote the welfare of children, young people, and vulnerable adults. It is an essential requirement that employees are aware of the Trust's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

### **Review**

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder and as directed by the Trust Board.



## Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Successful experience of working as a Governance Professional and/or company secretary within a corporate, public or charity sector organisation. This could be a multi-academy trust.</li> <li>• Experience of working and building positive, professional relationships with key stakeholders and delivery partners i.e. DfE, Diocese, local authorities, external specialist contractors, auditors</li> <li>• Experience of working at a strategic level and facilitating a commitment from executive and senior leaders to meet the agreed reporting deadlines</li> <li>• Experience of team leadership and line management</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification.</li> <li>• Current membership of a relevant professional body and/or network(s)</li> <li>• Experienced coach and mentor</li> <li>• Change and growth management</li> <li>• Company Secretary or legal training</li> <li>• Experience of clerking in a church school</li> <li>• Understanding of the role of the Diocese, the Bishop and Catholic ethos</li> <li>• Maths and English at GCSE (or equivalent) Grade C or above (or equivalent).</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of wider sector governance best practice and developments</li> <li>• Good listening, oral and literacy skills.</li> <li>• Ability to prioritise workload to meet deadlines for self and others.</li> <li>• Financial and budget management</li> <li>• Data protection and compliance in relation to record keeping, information retrieval and dissemination.</li> <li>• Provide and/or coordinate delivery of training and professional development and networks for clerks and governance team.</li> <li>• Exercising good judgement in producing and quality assuring meeting minutes and follow-up of matters arising</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the education sector, national education policy, guidance and publications</li> <li>• In-depth knowledge and understanding of multi-academy trust governance structures, policies and practice, regulatory framework, applicable legislation, guidance and statutory duties.</li> <li>• Knowledge of Equal Opportunities legislation.</li> <li>• Knowledge of HR policy and procedures</li> <li>• Knowledge of strategic planning and risk management</li> <li>• Public sector expectations of conduct i.e. Nolan Principles and high expectations relating to financial probity, regularity and value for money</li> </ul>



	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>• Annual agenda planning at all levels of the governance structure</li> <li>• ICT including Microsoft Office 365 suite of applications.</li> <li>• Organising meetings.</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>• Calm and resilient when working under pressure.</li> <li>• Person of integrity and ability to maintain confidentiality, impartiality, and objectivity</li> <li>• Authentic with good interpersonal skills.</li> <li>• Excellent attention to detail</li> <li>• Self-motivated with a 'can do' attitude.</li> <li>• Flexible and proactive in anticipating and meeting the needs of others</li> <li>• Open to collaboration and change.</li> <li>• Committed to ongoing CPD and training.</li> <li>• Commitment to, and support for the vision and values of the Trust</li> </ul>	
Special Requirements	<ul style="list-style-type: none"> <li>• Ability to work at times convenient to the Members, Trust Board and its committees, including evenings.</li> <li>• Ability to travel to the Trust's locations and schools for meetings and/or contribute via MS Teams.</li> <li>• Available to be contacted at mutually agreed times.</li> </ul>	