



## KGA Governance Partner (*Clerk to Local Governing Body*)

### Supporting Strong and Effective Governance

This is a part-time, flexible position providing essential clerking and governance support to the Local Governing Body (LGB) of the academy. As the Governance Partner, you will play a central role in ensuring that the LGB functions smoothly, decisively and in full compliance with its statutory duties.

### Key Responsibilities

**Governance Guidance and Delegation Advice:** Advise the LGB on procedural best practice, governance matters, and their legal duties. Ensure the LGB operates within its remit as defined by the Scheme of Delegation, particularly with reference to the KGA or relevant trust-specific documentation.

**Governor Administration and Communication:** Act as the first point of contact for governors regarding meeting schedules, attendance, and procedural matters. Maintain up-to-date records of LGB membership, training, and declarations of interest. Facilitate and ensure effective communication between the Chair, Headteacher/Principal, governors, and Trust colleagues.

**Document Management:** Maintain a secure and organised archive of all formal governance documentation, including minutes, policies, and statutory returns and correspondence, ensuring accessibility and compliance with data and retention policies.

**Agendas and Minutes:** Arrange meeting dates, times, and venues, ensuring all statutory notice requirements are met. Prepare and distribute meeting agendas and supporting papers in a timely manner. Attend LGB and specific committee meetings (including any ad-hoc panel committees) to accurately record formal minutes and track actions.

### Principles & Expectations

You will support the LGB in holding the leadership to account for standards, safeguarding, stakeholders and sustainability. Guided by the KGA values of honesty, faith and courage, you will:

- Act with integrity, objectivity, transparency, and impartiality, upholding the Nolan Principles of Public Life.
- Demonstrate **honesty** through open communication, fair judgement, and commitment to truth in all governance matters.
- Show **faith** in the shared vision of the Trust, believing in the potential of every pupil, member of staff, and community partnership.
- Exercise **courage** in constructive challenge and addressing difficult issues with fairness and compassion.

You will foster trust and strong relationships within the LGB, the Headteacher/Principal, and Trust colleagues, enabling constructive dialogue and challenge.

You will balance formality and flexibility, while rigorous procedure is essential, there will be times when facilitation, pragmatism, and discretion are equally indispensable (e.g. handling sensitive issues or adapting to evolving circumstances).

### **Skills and Experience Required**

- Excellent Organisational Skills with proven ability to manage complex administrative tasks, prioritise effectively, and meet deadlines.
- Strong written and verbal communication skills with clear and professional written and verbal communication, with the ability to maintain confidentiality and diplomacy.
- Accuracy and attention to detail, especially in minute taking, document preparation and record keeping.
- A sound understanding (or readiness to learn quickly) of school governance structures, statutory requirements and relevant procedural frameworks.
- Discretion, impartiality and the ability to build effective collaborative working relationships.