



Welcome to our Trust

TrustEd Schools Alliance is a medium Multi Academy Trust, based in south and central Shropshire. Our nine academies, work together as a supportive local group of schools. We are highly ambitious for all our pupils; we operate with our schools collaboratively; and we embrace our stewardship role across our schools and communities.

TrustEd began in 2015, with Oldbury Wells as the founding school. Since then, we have had some excellent and strong schools join us, who continue to flourish and grow in our trust. We have also welcomed some sponsored schools into our trust, who needed assistance, and who are now thriving. We have chosen to grow locally rather than extend our reach and chosen to have a mix of primary and secondary schools, and both Church of England and secular schools in our varied Trust.

In the future we expect that our trust will have some growth of Shropshire primary and church schools, to enhance the balance of our family of schools. Our schools all belong to The Association of Character Education (ACE) and we are committed to ensuring an inclusive ethos for everyone.

Together at TrustEd we have much in common, but we are also diverse. Our schools serve the communities of Bridgnorth, Craven Arms, Church Stretton, Pontesbury and Shrewsbury. We work together to build on our schools' current strengths and to support cross-phase collaboration, whilst cherishing what makes us unique. All our school's work within their communities, with Local Governing Bodies.

We are inspired to continue to work together as a group of Leaders and Headteachers across all our schools and with a common purpose. We cherish our schools' individuality but also appreciate how much we can achieve as a team working together.

Sarah Godden





Dear Candidate,

Thank you for expressing an interest in the position of Trust Governance Professional for TrustEd Schools Alliance.

This role can be from 0.6 FTE to full time. If the successful candidate would like to be employed full time, then the main responsibility will be Governance Professional, but other areas will be negotiated. This could be PA work, communications/marketing, school liaison or another trust central role. Please note that committee meetings may take place outside of regular working hours, including evenings. To support this work from home can be accommodated when suitable.

We are seeking applicants who have a strong understanding of effective governance and a clear insight into how governance can drive success in Multi Academy Trusts. Ideally, candidates will have prior experience in clerking and governance, although this is not essential. By way of examples, candidates with a background in Local Authorities, other roles in Multi-Academy Trusts, company secretaries and clerks to councils, would all bring relevant skills. Full training and support is available for the new post holder.

Our Governance Professional oversees our governance records, on a stand-alone SharePoint area. We are interested in how governance processes could be made more efficient through the introduction of AI.

Should you require any further information about the role, please do not hesitate to contact Sarah Godden at 01746 760509 or via email at scarlett.beach@trusted-schools.com.

We very much hope you will consider applying and look forward to receiving your application, which should be submitted to scarlett.beach@trusted-schools.com.

Application deadline: Monday 23rd June 2025 at 9.00am

Interview date: Friday 27th June 2025

Thank you once again for your interest in this opportunity.

Yours sincerely

Sarah Godden
CEO



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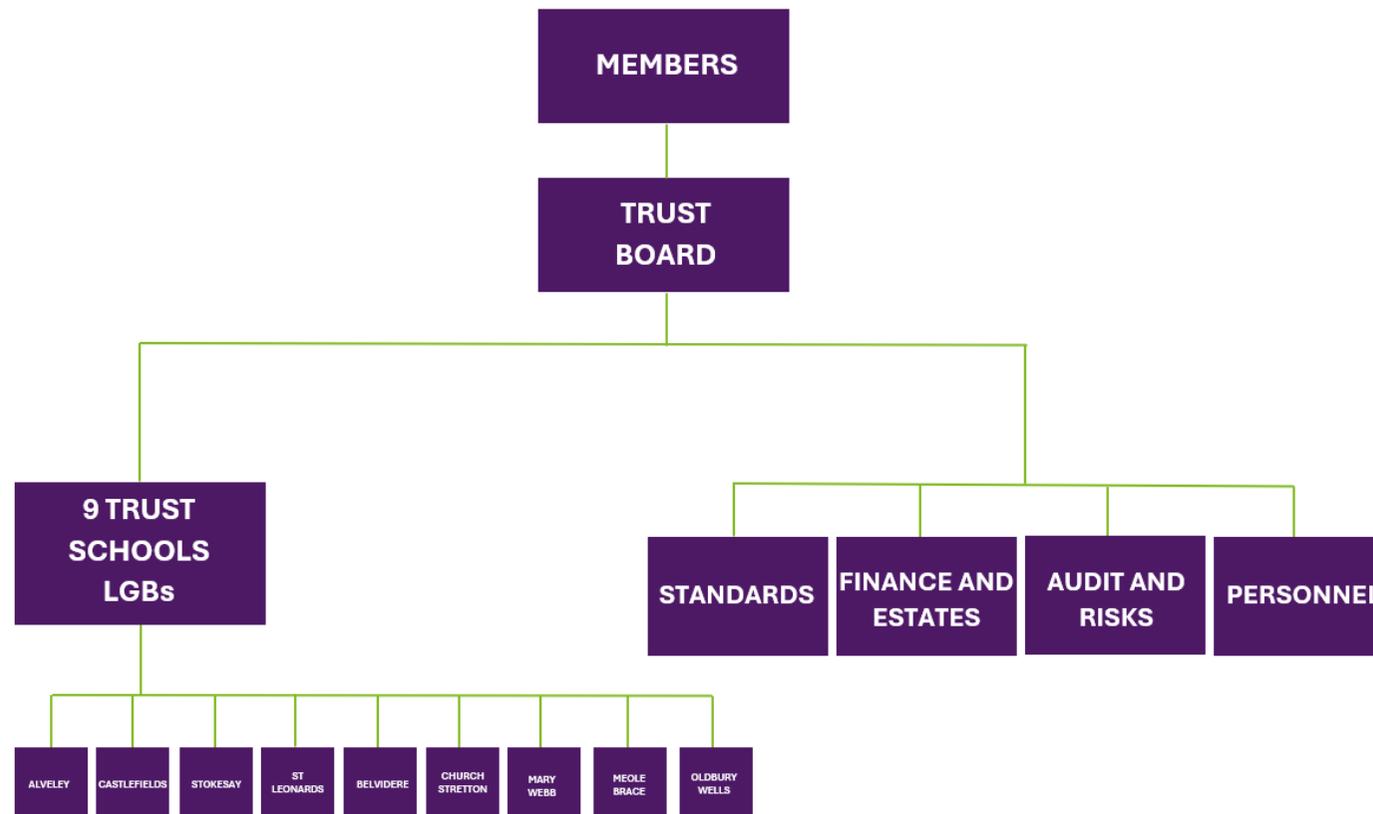
Sarah Godden



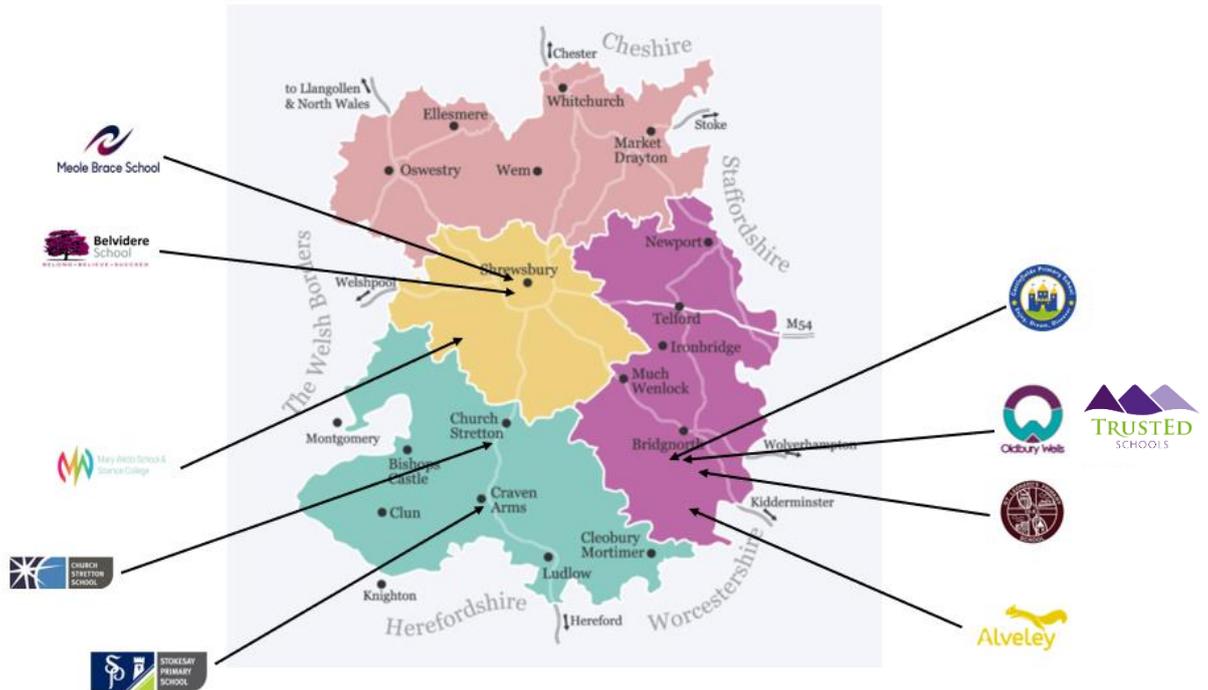
Introducing our TrustEd Governance

Our Governance Professional works to organise and support three types of Governors:

1. Trustees who have overall responsibility for standards, finance, and schooling. Our Governance Professional supports their work, sets agenda and clerks their meetings.
2. Members who appoint trustees, and who receive the annual accounts. They are 'Eyes on and Hands off' in approach for most of the year.
3. LGB Governors who work as specialists on the detail of individual schools and who know each school best. We have a small team of clerks who clerk our LGBs, coordinated by the Governance Professional.



Introducing our Schools



Alveley Primary School: A TrustEd School

Alveley Primary school serves as the single primary school in the village of Alveley in South East Shropshire. The village is just downstream on the River Severn from the town of Bridgnorth, and the school is very much in the heart of the village. The school has around one hundred pupils aged between 3 years old and 11 years old. The school joined TrustEd in November 2016, as a sponsored school, at which point the Headteacher, Mr Paul O'Malley, also joined the school.

<http://www.alveleyprimary.co.uk/>



Belvidere Secondary School: A TrustEd School

Belvidere School is a popular, successful school that serves the local community on the East Side of Shrewsbury, in the county town of Shropshire. They have a truly comprehensive intake of over 830 students, aged 11-16. The school has grown in size dramatically since the 1980s, and this is in large part due to the sustained success of the school and the experienced and dedicated staff they are fortunate to have. Belvidere joined TrustEd in May 2022.

<https://www.belvidereschool.co.uk/>

Castlefields Primary School: A TrustEd School



Castlefields Primary School was established in 1973 as a co-educational school for nursery, infants, and junior ages. They have seven classrooms teaching children from Reception Class to Year 6. Castlefields School Nursery is located within the main School for children from aged 3 years. The school offers excellent facilities, including a hall with good P.E. equipment; two playgrounds, and extensive fields. The school joined TrustEd in 2017.

<https://www.castlefieldsprimary.co.uk/>



Church Stretton School: A TrustEd School



Church Stretton are a highly subscribed school, catering for students aged from 11 all the way through to their GCSE Examinations. It is thriving and amongst the top performing schools academically in Shropshire and our local area. They place their emphasis on ensuring all of our students achieve the qualifications, and equally importantly the skills to be successful in the ever-changing world around us. Church Stretton School joined the TrustEd MAT in 2019.

<https://churchstretton.shropshire.sch.uk/>



Mary Webb School and Science College: A TrustEd School



Mary Webb School and Science College serves a rural community to the south west of Shrewsbury, based in the large village of Pontesbury. The school is surrounded by farmland and is situated at the foot of Earl's Hill; Shropshire Wildlife Trust's first nature reserve. Mary Webb School and Science College is a popular, thriving and successful secondary school which is over-subscribed in relation to its PAN of 604, but small in relation to the national average for 11-16 schools. The school joined our MAT in May 2022.

<https://marywebbschool.com/#Home>



Meole Brace School: A TrustEd School



Meole Brace School is a large 11-16 school based on the south side of Shrewsbury. We are a caring and cheerful community committed to developing the academic, personal and social skills of all our students to the highest standards. Our core values are 'Achievement, Respect and Community', and we encourage all our students to be self-confident, enjoy learning and achieve their full potential. In 2018 we started accepting a tenth form of entry into Year 7; this expansion will continue over the next two years until we have approximately 1350 students on roll. The school sits on a large site, including extensive playing fields and a Sports Centre, which it endeavours to maintain to a high standard. They joined TrustEd in 2022.

<https://www.meolebrace.com/>



Oldbury Wells School: A TrustEd School



Oldbury Wells School serves the SE Shropshire area, and it is located in the popular market town of Bridgnorth. The school is set in a scenic campus on the edge of the town, meaning the pupils benefit from a green spacious school environment. It is a successful co-educational, comprehensive school and has been successfully educating local pupils since 1957 when the school opened. The school is the largest in the Bridgnorth area and it offers a high-quality education to its 800 students. Oldbury Wells School was TrustEd's founding school.

<https://www.oldburywells.com/>



St Leonard's CE Primary School: A TrustEd School



St Leonard's CE Primary is a larger Primary school with Nursery and has 300 pupils. The school is situated in its own large grounds, close to the edge of Bridgnorth Town, but firmly in the centre of its community. The school encourages everyone to 'Enjoy Success' and it embeds Christian values. A recent OFSTED inspection recognised that - 'Leaders leave no learners behind' As a Church school, the school strives to promote the spiritual, moral, social, cultural, mental, and physical development of ALL pupils. The school joined the TrustEd group in 2017.

<https://www.stleonardsprimary.co.uk/>



Stokesay Primary School: A TrustEd School



Stokesay Primary School is proud to be an extremely inclusive and diverse school. Their pupils and families come from a wide variety of backgrounds, and their curriculum design and implementation reflect this. They have close links with the local mosque as well as the local church (St Andrews). We welcome pupils from the local Long Lane site and a growing number of children learning English as an additional language. This rich and varied mix of backgrounds and cultures is something they rightly celebrate, as it helps all of their children learn to celebrate difference and learn about others with life experiences that may differ from their own.

Everyone is welcome, everyone is valued at Stokesay Primary School.

Stokesay was a sponsored school, joining the MAT in 2019, and obtained their first 'good' Ofsted report in 2021.

<https://www.stokesayprimary.co.uk/>





Job Description and Particulars of Appointment

Details of the Post

- Title: Trust Governance Professional
- Reporting to: CEO
- Main Workplace: Central Trust Offices, Bridgnorth
- Additional Workplace: Trust Schools as needed, travel will be required
- Grade and SCP: Grade 10, SCP 26-28
- Working Hours and Weeks: 3 days per week, 22.5 hours per week (full time would be considered for the right candidate and this would then include PA and marketing work)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of the Post

To oversee all aspects of governance effectiveness and compliance within the TrustEd Schools Alliance, ensuring all three levels of governance adheres to good practice and meets all statutory and regulatory requirements, and provide strategic leadership of services that support governance across the Trust.

This will be achieved by:

- supporting the efficient and effective operation of the trust board and its committees
- ensuring governance at all levels is carrying out its functions
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust

Where governance is referred to within this job description there are three levels, these include Members, Trustees and Local Governing Bodies.

Strategic Leadership across schools

Leading governance services:

- work with executives, strategic and operational leads to ensuring support for governance is compliant, effective and contributes towards strategic priorities being met
- act as the lead adviser on issues relating to the governance of schools and or the trust
- developing and implementing MAT's strategy for effective governance support services
- upkeep and improve our governance record keeping and admin systems.
- designing and monitoring the governance support structure
- assessing capacity and developing the structure in line with organisational growth

- ensuring effective communications are maintained with governing boards, governance professionals and stakeholders such as the DfE
- writing and presenting training and briefings

Lead adviser for issues relating to governance of MATs:

As well as acting as the main point of contact for queries relating to governance within the trust, lead governance professionals proactively update those governing by providing advice and guidance on:

- complex, technical issues that relate to governing structures, procedures and the legal framework that underpins them
- quality assuring governance advice given by others ensuring that it is informed by an intelligent assessment of risk
- risk informed assessments of options for support and interventions to strengthen governance
- high level issue resolution
- highlighting evidence based best practice, policy and thought leadership in school governance
- carrying out the duties of a company secretary (see below)
- train and manage our small clerk's team who work for LGB's.

Developing governance:

In many cases, lead governance professionals clerk meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, they have a key role in:

- keeping the board focused on its core strategic priorities, their strategic leadership responsibilities and their duty to maintain the highest professional standards of conduct and ethics
- setting the cycle of trust board and committee meetings and preparing focused agendas
- ensure all meetings are inclusive and well structured
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academy Trust Handbook, and in accordance with arrangements agreed by the board
- developing governing structures, particularly in relation to committee structures and the scheme of delegation, and routines across schools (hubs, locality models etc.) and monitoring effectiveness
- ensuring governing structures are developed in parallel with organisational growth strategies
- developing, reviewing and maintaining governance documents, such as articles of association, schemes of delegation, terms of reference, role descriptions and code of conduct
- further develop record management and communication methods that are fit for purpose and maintain confidentiality
- follow and update a strategy and protocol for recruiting governors and trustees that ensures the board, and its committees are properly constituted, inclusive, diverse and meet the needs of the organisation
- leading on the strategy and planning of governance induction and CPD
- developing and overseeing systems for board self-evaluation and review, including commissioning of external reviews

Ensure the Trust is compliant:

With the support of the CEO, manage information and documentation that clearly detail the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- maintaining appropriate records of trust board and academy committee membership, along with any terms of reference
- maintaining a trust policy register and advising on the policy review and approval cycle
- ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (on the trust and/or school website) and in line with statutory requirements
- ensuring that governance-specific risks are included in the trust's risk register
- supporting production of the annual report and governance statement published with the trust's annual accounts
- managing the flow of information between the trust board and academy committees and members, maintaining an up-to-date record of academy committee business
- developing trust-specific documents such as a governance code of conduct and skills matrix
- maintaining the trust's online governance portal or equivalent
- the application of policies, procedures, and relevant legislation/guidance across the trust

Leadership Management:

With the support of the CEO and the Trust Board Chair:

- overseeing recruitment and induction of the governance support team/clerks
- briefing and training staff
- conducting performance management and appraisals
- succession planning for different roles in the structure
- managing any budget and resources allocated to the governance support function

Providing coordinated support:

Acting as a central point of contact

- providing advisory support to boards
- being an expert resource for clerks and the wider organisation
- quality assuring advice – acting as a high-level resource
- responding to issues including concerns and complaints related to governance
- facilitating networks and communication between governing boards

Line managing clerks

- recruitment, management and quality assurance
- assigning work and deployments
- ensuring board and committee meetings are efficient, effective and properly recorded
- delivering induction, training and briefings
- conducting annual appraisals

Delivering wider and targeted support

- overseeing recruitment, election/appointment and induction for different governance tiers
- overseeing a CPD offer/development programme
- organising reviews and self-evaluation
- presenting training, briefings and at events
- organising targeted support and intervention when circumstances require

Compliance monitoring across a group of schools

- maintaining a central records system to include attendance at meetings and training sessions by members, directors, governors, trustees and governance professionals
- routine reporting, such as regarding board vacancies
- ensuring different tiers of governance are properly constituted
- monitoring compliance with schemes of delegation
- ensuring systems and controls are in place to comply with obligations under education legislation, funding agreements, charity legislation, company law, data protection legislation, safeguarding guidelines and health and safety legislation

Line managing the governance coordinator

- deputising as appropriate
- supporting the development and design of governing structures and practice
- supporting statutory compliance areas such as admissions or data protection
- budget and income monitoring

Personal development

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of lead governance professional should include:

- liaising with relevant professional organisations and networks
- undertaking regular training including the pursuit of professionally recognised qualifications
- keeping abreast of policy developments affecting academy trust governance
- participating in regular performance management, led by the chair of the board of trustees

Carrying out the duties of a company secretary

- advising the board of trustees on their role, constitutional and procedural matters
- maintaining statutory registers
- ensuring compliance with Companies House annual filing requirements

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Review and Signatures

- This job description is subject to review by the CEO/Director of Finance in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

<u>Qualifications</u>	<u>Essential or Desired</u>
- Relevant qualification or demonstrable experience in governance, law, education, or public administration	Essential
- Evidence of continuous professional development (CPD)	Essential
- Certificate in Academy Governance, ICSA or NGA qualifications	Desirable
- Degree-level education or equivalent	Desirable
<u>Knowledge and Understanding</u>	
- Strong understanding of governance principles, compliance requirements, and best practice	Essential
- Knowledge of legal and regulatory frameworks affecting schools and trusts	Essential
- Familiarity with DfE Governance Handbook, Academy Trust Handbook, and Ofsted requirements	Desirable
- Understanding of charity and company law as it applies to MATs	Desirable
<u>Skills and Abilities</u>	
- Excellent written and verbal communication skills	Essential
- Ability to draft high-quality minutes, reports, and policies	Essential
- Strong organisational skills and attention to detail	Essential
- Ability to work independently and manage multiple priorities	Essential
- Ability to facilitate board evaluations and governance reviews	Desirable
- Proficiency with governance software	Desirable
- Experience delivering governance training	Desirable
<u>Personal Attributes</u>	
- High level of integrity and professionalism	
- Commitment to upholding the principles of public service and good governance	
- Able to build effective relationships with Trustees, school leaders, and external stakeholders	
- Discreet and confidential	
- Resilient, flexible and adaptable	