

Job Description

Job title: Governance Secretary
Reports to: EA to CEO, Head of Operations
Location: Leigh Academies Trust

Job purpose

To deal with school governance, ensuring to keep abreast with current educational developments and legislation affecting schools.

General responsibilities

- Attend and produce accurate minutes of a range of physical and virtual meetings, evidencing challenges, including indicating who is responsible for any agreed action. Record all decisions accurately and objectively with timescales for actions according to LAT expectations and house style.
- Attend and take notes of student exclusion hearings and complaint panels in order to prepare decision letters and concise minutes.
- Chair part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Provide statutory guidance to governors (training will be provided)
- Ensure meetings are quorate.
- To carry out any other duties commensurate with the grade and general responsibilities of the post.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.