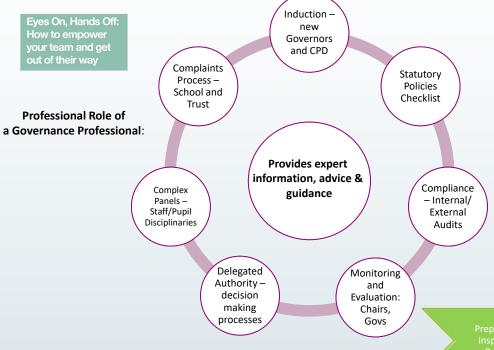


At Transform we value and invest in our Governance Professionals. They provide an invaluable contribution to the efficiency, effectiveness, productivity and compliance of our different Governing Boards across Governance and Safeguarding. Our Governance Professionals work closely and in partnership with our Chairs, Governors and Headteachers to ensure they are focused on their core strategic priorities. They provide expert advice and quidance on a range of statutory duties and other functions and deliver high quality administrative support that makes everything work smoothly.



Governing roles at Transform – the different layers

Trust Board

Steve Cox, CFO and Jill Wilkinson, COO, act in the capacity of professional governance support to our Trust Board, providing a range of advice and guidance on finance and governance. Ruth Palmer is the minute-taker for the Trust Board.

Trust Board Committees

Ruth Palmer is the minute-taker for our Trust Board Committees.

Local Governing Bodies

We have a team of Governance Professionals who support all our LGBs. They are also responsible for our Chairs Forum and co-ordinating our training offer.

Transform Guardians (Safeguarding)

We have several working groups covering all aspects of safeguarding – Mary Farmer is our Governance Professional for all these groups.

Transform Board



Jill Wilkinson



Steve Cox **Local Governing Boards**



Sarah Sayer



Ruth Palmer



Kim Taaffe



Mary Farmer

The Supportive Role of a Governance Professional:

The administrative role of a Governance Professional:

Knowledge Giver preparing for meetings: agendas, papers, speakers, minutes, attendance/quoracy, follow up actions. confidential items

Knowledge Owner - access arrangements: building entry, room layout, location, and technology

Knowledge Organiser monitoring framework: meetings, QA reviews, Governor visits, school and trust events

Knowledge Sharer – scheme of delegation. Trust policy detail, Academy Trust Handbook and Governance Guide

Ofsted inspection framework

DfE/ESFA - Policy

changes

Trust inspection and other external reviews

Governance

Guide and

Academy

Trust Handbooks

Trust reviews

Memberships: GovernorHub. The Key, GOV.UK alerts

Briefings: Chairs' Forum; Safeguarding

Networks: Chairs' Forum - termly

CEO HeadsUp fortnightly

GovernorHub resources

Governor Surveys

Gov Profs involved in all aspects of leadership development

Skills Audit and **Analysis**

Identifying areas for CPD