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Governance  
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UK & Ireland



# What is a Governance Officer

An explanation for schools, their pupils and their pupils' parents



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# What is “governance”?

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Governance is the system of how an organisation is managed (we'll call it the “**System**” from now on)

The System helps the organisation know who can make what decisions and who is responsible for the organisation. The System helps the organisation behave properly

Every organisation will have a System to manage it, whether this is written down or not, including:

- Companies
- Charities
- Schools and multi academy trusts
- Government (including the Civil Service)
- Sports associations
- Universities
- The NHS
- And more...

# What does a Governance Team do?

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- A Governance Team is a group of people who works to make sure everyone in the organisation follows the System they have in place
- They check the laws, regulations and documents which describe the System to make sure the organisation follows them
- They prepare and submit reports about the organisation, both to other people in the organisation and for the public
- Some people describe parts of the Governance Team's work as "intelligent administration"
  - Parts of the job are quite administrative and task-focused, but it's so important it's done right (legally and as set out in the System). It requires careful thought and application – it can't be done by anyone; it needs someone with specialist knowledge and experience

# Who does a Governance Team work with?

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- Most organisations have a group of people who make the most important decisions and are responsible for the organisation
  - This is often called the **Board**
  - It is referred to as the “governing decision-making body” in the Governance Officer apprenticeship standard
- A Governance team works with both the Board and everyone else in the organisation
  - But a lot of its time will be focused on supporting the Board and other senior leaders
- Where the System says that a group of people have to make a decision, this is usually made at a meeting of that group of people – the Governance Team will usually:
  - Arrange the meeting
  - Make sure the people attending the meeting have the information they need to make the decision
  - Attend the meeting to make sure any actions and decisions are recorded and communicated

# How does the Governance Officer fit into the Governance Team?

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- The Governance Officer is usually a junior member of the Governance Team
- They will provide support to more senior members of the Governance Team and will be given some tasks that they are responsible for
- They will probably have the chance to interact with members of the Board and senior leaders in the organisation
- Other job titles might include:
  - Governance Administrator
  - Governance Assistant
  - Governance Associate
  - Secretariat Assistant
  - Secretariat Officer

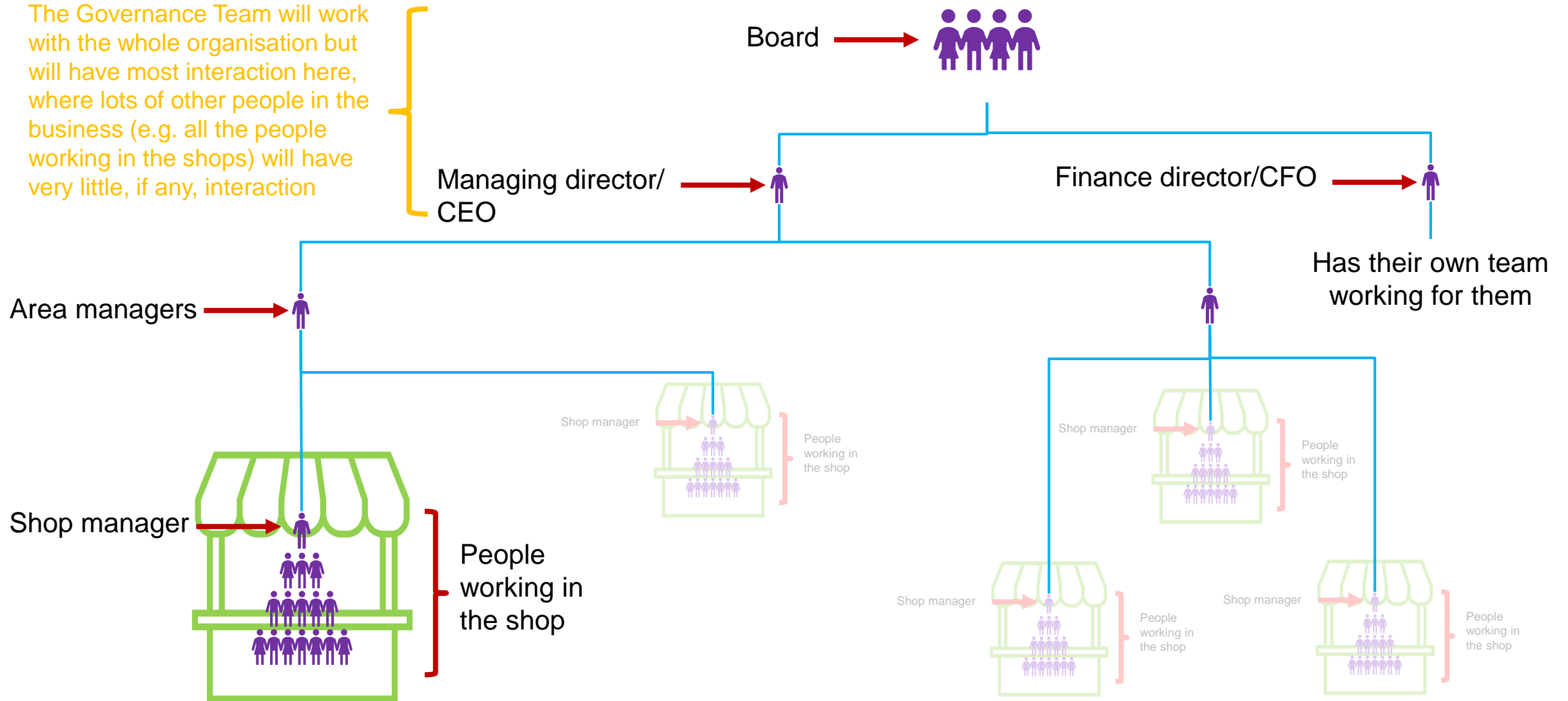
# What you will get!

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- You will find the role as a Governance Officer interesting and varied
- It will help you develop a good understanding of how an organisation is run and how decisions are made to help with the success of the organisation
- Your apprenticeship will give a broad-based understanding of governance and is your stepping stone to becoming a fully qualified Governance Professional

# A simple example – a chain of shops

The Governance Team will work with the whole organisation but will have most interaction here, where lots of other people in the business (e.g. all the people working in the shops) will have very little, if any, interaction





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# Questions



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