

Governor Recruitment Information Pack





Dear Applicant

The Governing Board at Chailey Heritage Foundation has a vacancy, following a recent retirement. We are looking for a new Chair for our Finance sub-committee and would like applications from potential governors with several years of financial management expertise and experience of chairing meetings at a senior level.

The following pages will give you more information on Chailey Heritage Foundation and the Governing Board. I would be very happy to discuss further with potential applicants and this can be arranged by contacting our Clerk to Governors, Emma Wasyliv, at ewasyliv@chf.org.uk. Otherwise, please see the back page on how to apply. We look forward to hearing from you.

Yours sincerely,

Jenny

Jenny Clark
Chair of Governors



Governance

Board of Trustees

The Board of Trustees has overall responsibility for the strategy, finances and efficient governance of Chailey Heritage Foundation. They set the vision, direction and values of the Charity and delegate responsibility for the operation of services provided by the Foundation to the Governing Board. There are up to 15 Trustees who meet four times a year.

The Governing Board

The Governing Board has delegated responsibility for the operation of the Charity's services:

- Chailey Heritage School
- Chailey Heritage Residential – an Ofsted registered Children's Home
- Chailey Heritage Futures – residential transition service - CQC registered
- The LSC – a sessional-based leisure and skills centre
- The Hub – day service for young adults
- Chailey Heritage Pathways – a community-based domiciliary service

The Governing Board reports to the Board of Trustees. The Governing Board comprises of:

- 8 Appointed Governors of whom at least 3 are Trustees
- 2 elected parent governors
- 1 elected teacher governor
- 1 elected staff governor
- 1 Local Authority representative from East Sussex

Up to 2 new Governors may be co-opted with the approval of the Trustee Board.

Together, the Board should have a broad range of skills that cover all aspects of the operation of Chailey Heritage Foundation from a professional and/or personal perspective. Although some Governors may represent particular constituencies, they are not delegates of that group and attend the Governing Board in their own right.

The Governing Board has 8 active sub-committees.

Chailey Heritage Foundation Leadership Team

The leadership team is responsible for the effective and efficient delivery of high quality services to children, young people and young adults.

The Chief Executive is directly responsible to the Trustees and works closely with the Headteacher of the School and the Director of Social Care, who are each responsible for the management of their services. Chailey Heritage Foundation (CHF) has three part time Directors who lead the key infrastructure services: Finance, Human Resources and Fundraising. These Directors report to the Trustees through the Chief Executive.

Our on-site NHS Partner - Chailey Clinical Services (CCS)

The unique partnership with CCS is supported by joint governance and management structures. The Joint Board Forum meets twice per year and is responsible for the maintenance and review of the Partnership Agreement and promoting joint working. The Partnership Strategy Group (PSG) meets every six weeks, bringing together senior operational managers to implement agreed joint strategic priorities and oversee the development and maintenance of service specifications. The PSG is supported by working groups that promote effective joint working and service delivery.



The Governing Board meets three times a year (usually March, July and December) from 10 am to 12 noon.

There are eight active sub-committees: People Performance & Pay, Estates & Environmental Safety, Safeguarding, Finance, Education, Joint Clinical Oversight, Social Care and Strategy. Each meets at least three times a year except for the Strategy Committee, which meets twice per year.

To support their knowledge and understanding of the Foundation's work, each Governor is expected to serve on one or two committees and to take responsibility for light touch monitoring of an aspect of the work of the School and/or of another service in partnership with another Governor. Governors are encouraged to visit services by arrangement with the Clerk and to attend events and celebrations. Each Governor has a link with a particular department in School or within Social Care, which is visited termly for a 'focus' visit.

Three half day inductions are provided for new Governors with on-going briefings and training throughout the year.

The role of Governor is voluntary.

This role generally takes one day per month, a little more for governors who chair committees.

Role of the Governing Board

Sets the strategic direction for services:

- Setting objectives, priorities and targets
- Agreeing the policy framework for achieving those objectives
- Agreeing self-assessments and the improvement strategies
- Recommending service budgets and staffing arrangements

Challenges and supports senior leaders by monitoring, reviewing and evaluating:

- How regulatory requirements are met, particularly in relation to safeguarding of children and vulnerable adults
- The implementation and effectiveness of the policy framework
- Progress towards targets
- The accuracy of self-assessments
- The implementation and effectiveness of the improvement strategies/plans
- Progress and outcomes of children and young people
- Risk and strategies to mitigate risk
- Budget management and outcomes

Ensures accountability by:

- Holding senior leaders accountable for the performance of Chailey Heritage Foundation (CHF) and of specific services within that such as the School
- Ensuring that services meet and exceed regulatory standards
- Responding to reports from Regulatory bodies such as Ofsted, CQC, and HSE etc. as required
- Ensuring children, young people and parents are involved, consulted and informed as appropriate
- Making available information to stakeholders.

The Governing Board is responsible to the Trustee Board of the Charity which is the Accountable Body.

Role of Individual Governors

All Governors are expected to play their part in contributing to the overall work of the Governing Board and to be actively engaged in the work of CHF and its services.

- All Governors are expected to use their expertise and experience to:
- Provide information and advice based on their experience and expertise
- Open and support links to external partners/organisations
- Provide challenge to senior leaders and act as critical friends
- Advise on, evaluate plans for strategic direction/development
- Contribute to the understanding and management of risk for CHF as a whole and for individual services
- Support the assessment of services against statutory frameworks
- Monitor the operation and outcomes of quality assurance systems
- Monitor and challenge progress and outcomes for young people and arrangements for their health and well being
- Promote the sustainability and development of CHF.

Governors must

- have an overriding concern for the good of CHF
- accept and collective responsibility. This means Governors:
- have no authority to act individually unless specific responsibilities have been delegated;
- accept majority decisions and support these outside governing body meetings
- carry equal responsibility for decisions made
- observe confidentiality and exercise discretion in describing the work of the Foundation and its services/ service users
- accept the responsibilities of working in a publically accountable organisation and aspire to the Nolan Principles of Public Life .

A nominated or appointed Governor's term of office is normally four years and can be renewed for a further four years. Appointed Governors may be removed by the Trustee Board should they not carry out their role to the satisfaction of the Trustees.

Trustees' and Governors' Finance sub-committees

The Charity has a Trustees' and Governors' Finance Committees, each have different levels of responsibility, but the two Committees frequently meet together because of common interests and an overlap of membership. In practice, they operate and make decisions together, although some decisions concerning reserves and investment, for example, are reserved to the Trustees' Finance Committee.

The Trustee Board makes the final decisions on all finance and property matters. The Governing Board is effectively a sub-committee of the Trustee Board and operates under a scheme of Scheme of Delegation approved by the Trustee Board. This Scheme defines the powers of the Governing Board and sets out its relationship to the Board of Trustees.

The Governors' Finance Committee has oversight and responsibility for operational budget management as well as capital expenditure within the total allocated by Trustees and advises the Trustees' Finance Committee of operational issues and priorities.

The Finance sub-committees meet jointly five times per year and oversees:

- annual budget setting and three year forward planning for the Charity
- overseeing and presentation of the Annual Report & Accounts to the Board
- monitoring the Charity's financial performance and cash flow
- financial risks
- the Charity's assets and reserves
- approval of financial policies and procedures
- procurement and oversight of financial services (audit, investment management and banking)
- oversight of insurances.

The Charity has an experienced Finance Director, who reports directly to the Chief Executive and to the Trustees' Finance Sub-Committee.



CHF has an active and committed Governing Board. Governors play an active role and are expected to become familiar with the services and so should be able to devote sufficient time to attending meetings and visiting services.

ESSENTIAL QUALITIES / KNOWLEDGE / EXPERTISE

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of the duties and responsibilities of being a governor
- A willingness to devote the necessary time and effort to their duties as a governor
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team and participate actively in group decision making
- Specialist knowledge of a relevant area:
 - Disability
 - Medicine and/or Health
 - Education and management of a schools especially special schools
 - Human Resource Management
 - Social care services for children and adults
 - Property and Buildings
 - Regulation by Ofsted/ CQC
 - The law – particularly in relation to property/liability
 - Finance and Accountancy
 - Marketing and public relations
 - Local Government
 - Commissioning
 - Safeguarding

DESIRABLE QUALITIES /KNOWLEDGE / EXPERTISE

- Knowledge and understanding of the educational and children's services policy and law.
- Knowledge and understanding of the social care (children and adult services) services policy and law.
- Knowledge and understanding of the charitable sector and non-maintained special schools.
- Knowledge of special educational needs and the issues that face children, young people and their families.
- Experience of working with children, young adults and families in direct service delivery or in an influencing role.
- Interest in and empathy for issues affecting children and young adults with disabilities and their families.
- Experience of working in a governance position, either as an executive or board member in the charity, public or private sector.
- Ability to represent the Charity and school internally and externally.



1. Annual Report & Accounts - <https://www.chf.org.uk/CHFannualreportandaccounts20-21.html>
2. Our Services:
 - School and Residential (for 3-19 year olds) www.chf.org.uk/services-for-children.html
 - Services for young adults and community services: Life Skills Centre and Hub www.chf.org.uk/services-for-adults.html
 - Pathways (for children and young adults) www.chf.org.uk/chailey-heritage-pathways.html
3. Governance www.chf.org.uk/governance.html
4. Charities/Compliance
 - Charity Commission CC3 www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3
 - Nolan Principles www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2

How to apply

To apply for this role, please complete the application form and send to us together with a CV and supporting statement.

You will also need to complete the Conditions of Disqualification form.

Finally, please ensure that you have included a landline and mobile telephone contact numbers and an e-mail address.

Applications should be posted to:

Emma Wasyliw
Clerk to Governors
Chailey Heritage Foundation
Haywards Heath Road
North Chailey
East Sussex
BN8 4EF

or

sent by email to: ewasyliw@chf.org.uk



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