

Charitable Objects

"The objects of the Charity are, for the public benefit, the education and care of people who have physical disabilities and other complex health needs, particularly but not exclusively children and young persons (the beneficiaries) including the conduct and maintenance of a special school (the School) within the meaning of the Education Acts and of a transition service for beneficiaries."

Board of Trustees

The Board of Trustees has overall control of the Charity, its property and funds. The Trustees meet as a full Board at least three times a year. Its principal committees are:

- Finance (including audit, risk and control)
- Fundraising
- Capital projects

Sub-Committees meet more frequently than the full Board. Trustees also meet annually with the Governors to review their strategy and plans for the future. The Trustees are recruited from a range of backgrounds and professions with the aim of providing a balanced and relevant spread of skills and experience on the Board. The current Board includes depth of skills in finance, property, health, law, and compliance, as well as direct experience of a parent whose daughter uses the Charity's services. The Charity's Company Secretary acts as Clerk to the Trustee Board.

Board of Governors

The Trustee Board is supported by a Board of Governors, which has a distinct and separate identity from that of the Trustees. The Governors are responsible for securing the effective and efficient operation and management of all services including the School, Chailey Heritage Residential, Chailey Heritage Futures, Chailey Heritage Pathways, The LSC and Hub.

The Scheme of Delegation sets out formally the powers delegated by the Trustees to the Governing Board, the terms on which they are delegated and reporting requirements.

To ensure good communication between the two Boards, yet maintain the separateness of them, the Chair of the Governing Board is a Trustee and at least three individuals serve on both Boards. The Governing Board fulfils the responsibilities of the Governing Body of the Charity's non maintained special school and includes elected parent and staff representatives as well as a nominated Local Authority representative from East Sussex County Council.

The Governing Board works through six sub committees:

- Education
- Social Care
- Safeguarding
- Estates & Environmental Safety
- Finance
- People, Performance, Pay

Ad Hoc committees are established, from time to time, to address specific issues.

An effectiveness survey and skills audit are carried out by both the Trustee and Governing Board each year and each Board has an annual improvement plan.

The Chief Executive's report provides a summary three times a year of relevant developments with the Charity, education, care and health sectors as well as political and economic issues. The Trustees are alerted to new Charity Commission guidance, other relevant alerts and to new regulatory requirements with training provided as required.

Appointments

Newly appointed Trustees and Governors are selected through an open process of advertisement, application and interview and managed by an Appointments Committee. This committee meets as required and also oversees the appointment of the Chief Executive and other key senior executives.

The election of parent and staff Governors is overseen by the Chair of the Board of Governors and the process is carried out by the Clerk to the Governors.

There is a Governance Handbook for Governors and Trustees, together with a thorough induction programme for new Trustees and Governors.

An enhanced DBS check is required for all Governor and Trustee appointments. An annual declaration of interests' form is completed and governors and trustees are expected to declare their interest in any item on the agenda of a committee meeting.

Senior Management Team

In addition to the Boards of Governors and Trustees, the Senior Management Team comprising the Chief Executive, Headteacher and Director of Social Care, meets weekly and there is a monthly meeting with the heads of all the Foundation's direct and support services.

Chailey Clinical Services

Chailey Heritage Foundation shares a site with Chailey Clinical Services - a specialist NHS service for children and young people with complex neurological conditions. Chailey Clinical Services is part of Sussex Community NHS Foundation Trust.

The two services work closely together with therapy, nursing and medical support provided for the Charity's services by Chailey Clinical. Joint working groups form part of a governance structure that covers clinical issues as well as service delivery. The Joint Board Forum, with Board level representation from both the Charity and Sussex Community NHS Foundation Trust, oversees and approves the governance arrangements and formal agreements between the organisations.