

GOVERNING BOARD

<p>Main Purpose of the Committee</p>	<p>To have delegated responsibility for the development and operational delivery of Chailey Heritage Foundation services and supporting infrastructure ¹supporting services</p> <p>a) Ensuring that the vision, ethos and strategic direction of the Charity are understood and shared across services, are clearly communicated and delivered;</p> <p>b) Overseeing the financial performance of services and making sure money is well spent, ensuring financial and value for money</p> <p>To advise, support and challenge the Foundation’s senior managers, holding them to account for the delivery of safe, high quality services, sustainable for disabled children and young people and their families.</p> <p>To keep the Trustee Board advised of the operation of the Foundation’s services and of the range of risks and opportunities and how these may be managed.</p> <p>To be well informed about regulatory requirements on services and changes, the demands on and for the services and in the political, economic and technological environment in which they operate.</p>
<p>Responsible to</p>	<p>The Trustee Board of Chailey Heritage Foundation</p>
<p>Appointment</p>	<p>The Chair of the Board is appointed by the Trustee Board</p> <p>Appointed Governors are</p> <ul style="list-style-type: none"> ▪ recruited by the Chair of the Board with the support of the Ad Hoc Search Committee and Chief Executive ▪ formally appointed by the Trustee Board (Governors are appointed to a Committee by the Chair of Governors) <p>Elected Governors</p> <ul style="list-style-type: none"> ▪ Parent Governors are elected by parents of children attending Chailey Heritage School ▪ Teacher Governors are elected by teachers at Chailey Heritage School ▪ Staff Governors are elected by all staff (other than teachers) <p>Nominated Governors are appointed by</p> <ul style="list-style-type: none"> ▪ East Sussex County Council ▪ West Sussex County Council <p>Number of Members (between 14 and 16)</p> <ul style="list-style-type: none"> ▪ At least 8 and not more than 10 appointed governors – including the

¹ Excluding Fundraising and the Management of the Charity

GOVERNING BOARD

	<p>Chair of the Board</p> <ul style="list-style-type: none"> ▪ 2 nominated governors appointed by Local Authorities ▪ 1 school parent governor ▪ 1 parent/carer of service user over 19 ▪ 1 teacher governor ▪ 1 staff governor
Attendance at Meetings	The Chief Executive Headteacher Director of Social Care
Appointment of Chair	<p>The Chair of the Governing Board is appointed by the Trustee Board</p> <p>The Deputy Chair is an appointed governor who is elected by the Board</p>
Quorum	Eight Governors
Meetings	<p>A minimum of 3 meetings a year . These will be scheduled by the Clerk.</p> <p>Additional meetings may be called by the Chair</p> <p>Additional meetings may be conducted, in person, by telephone or electronically².</p>
Arrangements for Meetings	<p><u>Regular meetings</u></p> <ul style="list-style-type: none"> ▪ 15 days’ notice to be given of any meeting ▪ At least 5 working days’ notice for additional meetings called by the Chair <p><u>Agenda setting</u></p> <ul style="list-style-type: none"> ▪ Draft agenda is compiled by the Clerk in liaison with the Chair of the Committee and the relevant senior Foundation Manager(s) ▪ Draft Agenda must be approved by the Chair <p><u>Agenda, Minutes and Papers for the Meeting</u></p> <ul style="list-style-type: none"> ▪ Papers to be sent to arrive electronically at least 5 working days before the meeting ▪ Hard copies of papers available on request <p><u>Standing Items:</u></p> <p>All agendas will include:</p> <ul style="list-style-type: none"> ○ The minutes of each Committee including Action Points ○ Reports from the Chairs of each Committee ○ The Chief Executive’s Report ○ Risk Register - changes since previous meeting ○ Impact of the Committee
Reporting Arrangements	<ul style="list-style-type: none"> ▪ The Action Points from each Committee meeting are circulated within 10 working days of the meeting ▪ The draft minutes are reviewed by the Chair and the relevant senior

² E-mail, SKYPE, Facetime

GOVERNING BOARD

	<p>manager</p> <ul style="list-style-type: none"> ▪ Minutes signed off by Chair are circulated as soon after the meeting as possible ▪ Minutes of the meeting are reported to the Trustee Board ▪ A report from the Chair summarizing the key discussions and achievements is presented to the Full Trustee Board at each meeting.
Clerking	<p>The Clerk to the Governing Board is employed by Chailey Heritage Foundation and is line managed within the Foundation</p> <p>The Clerk is appointed by a Panel of Governors and Managers, led by the Chair of Governors. The Chair of Governors will contribute to the Clerk's annual performance management and target setting.</p> <p>The Clerk takes the minutes at regular meetings, and if required at any additional meeting</p> <p>If the Clerk is not available for additional meetings, minutes may be taken by the relevant manager (s) or by a governor.</p>

DRAFT

GOVERNING BOARD

Standing Items	<ul style="list-style-type: none"> • Chief Executive’s report • KPIs - targets and performance • Summary information on Financial performance (DF) • Headteacher’s report including ESMT focus areas • Director of Social Care’s report including issues from inspection and/or Reg 44 visits • Safeguarding Governor’s Report and Check List • Agreement of school focus visit for following term (recommended by Q&O committee) • Agreement of social care focus visit for following term (recommended by Q&O committee) 			
	REPORTS	Autumn	Spring	Summer
	Chief Executive	Strategic Plan and Priorities for year	Interim Review of Strategic Plan	Outcomes of the Strategic Plan
	Headteacher	Full School Improvement Plan (SIP)	Interim Review of SIP	Outcomes from SIP
	Director of Social Care	Full Social Care Improvement Plan (SCIP)	Interim Review of SCIP	Outcomes from SCIP
	<ul style="list-style-type: none"> • Presentations –relevant issues and/or support for Governors’ Focus visits • Minutes of Committees and Reports from Chairs of Committee’s • Policies for approval recommended by Committees • Impact - what Governors have achieved 			
Autumn	<ul style="list-style-type: none"> • Essential Foundation Facts - fact sheet about the YP (produced by Marketing) • Business Continuity Plan • Risk Register • Annual (re)appointment of vice chair 			
Spring				

GOVERNING BOARD

Summer	<ul style="list-style-type: none"> • Budget Proposals for next financial year and projections for next financial year • Governance <ul style="list-style-type: none"> ○ Review of Board Effectiveness³ ○ Proposals for changes to Terms of Reference ○ Committee membership for next year ○ Governor Training Programme for next year
---------------	---

Committee	Lead Manager
Governing Board	Chief Executive
Delivery and Development	Director of Social Care
Quality & Outcomes	Headteacher
Safeguarding and Well-being	Headteacher
People Performance and Pay	Director of Human Resources
Estates and Environmental Safety	Estates Manager
Finance Committee and Trustees' Finance Committee	Director of Finance

³ Assumes effectiveness review completed in summer term (every 2 years) and/or "better if " discussion