

THE
LOUGHBOROUGH
Schools Foundation



Governor Recruitment and Information Pack

February 2024

Governor Recruitment and Information Pack Content

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Thank you for your interest in becoming a Governor.

Loughborough Schools Foundation values its commitment to representing the interests and aspirations of all four schools within the Foundation. Governors work as part of a small group bringing a diversity of skills to our leadership and governance to support our schools in providing the best outcomes for students and pupils.

We are seeking to appoint **two new Governors** to join our Governing Body and work alongside our skilled, experienced, and talented Executive Leadership Team to help steer the Foundation. To support our current and future development we are prioritising applications from those with a successful track record in:

- Strategy Development
- Finance
- Risk Management
- Human Resources (HR)
- Marketing

We are committed to equality and inclusion and are actively working towards enhancing board diversity to better reflect the communities we serve. We especially welcome candidates who have no previous association with the schools and those from ethnic minority backgrounds.

In order to have a clear picture of the contribution that shortlisted candidates could make to the Governing Body there will be an interview with the Nominations and Governance Committee. This interview provides you with the opportunity to share your expertise and gain a deeper insight into the role.

This information pack provides details about the role and what to expect as a Governor. If you can bring experience in any of the specified areas, I encourage you to apply and become an important part of our dedicated Governing Body.

Yours faithfully,



Roger Harrison
Foundation Chair



Introduction to the Foundation

Welcome to the Loughborough Schools Foundation – a charitable foundation committed to providing an education to cherish through our Nursery, two complementary Prep Schools and three high achieving Senior Schools; The Grammar School for boys, The High School for girls and The Amherst School, a nonselective, co-education School. What makes us unique is the shared campus and exceptional resources, fostering collaboration in fields such as Sport, Music, and STEM.

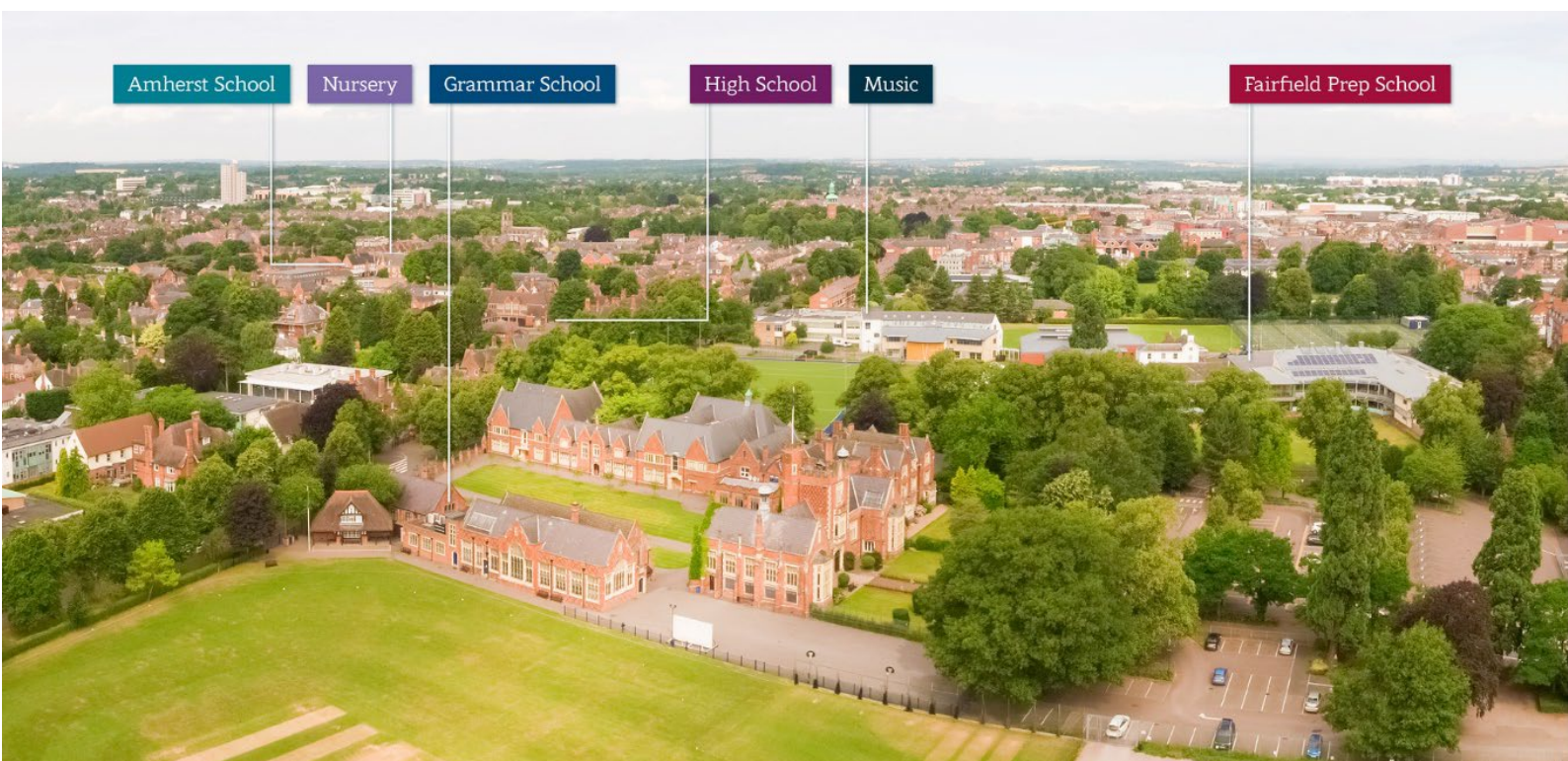
Fairfield Prep School. Established in 1929 and now thriving with over 500 pupils, Fairfield Prep School is housed in a modern building completed in 2016. It offers the very best environment for boys and girls aged 3 – 11.

Loughborough High School. Established in 1850, Loughborough High School is the country's oldest Grammar School for girls. Having moved to its current location in 1869, it continues to provide a rich educational heritage.

Loughborough Grammar School. Tracing its origins back to 1495, Loughborough Grammar School is one of the oldest independent schools in the country. As the largest school in the Foundation, it specializes in boys' education from 10 – 18 years.

Loughborough Amherst School. With a 169-year history, Loughborough Amherst School joined the Foundation in 2015 as a girls' Catholic school. Since September 2019, it has welcomed boys into its Senior School, making it Loughborough's only co-educational independent school for children aged 6 weeks – 18 years.

These schools are united under the Foundation, which serves as the legal entity owning the land, buildings, and other assets. As a charitable organisation and a company limited by guarantee, the Foundation operates under a single governing body. Hence, the governors of the Foundation simultaneously serve as trustees of the charity and directors of the company.



Foundation Structure

The Foundation employs approximately 725 staff in both teaching and support roles. The school Heads are responsible for the management of educational and pastoral activities, whilst business aspects of the Foundation are managed by the Chief Operating Officer through the centralised functions of finance, estates, health & safety, catering, network services, human resources, marketing and commercial.

The Music School and Sports are cross-foundation departments under the leadership of a host school.

The Heads and COO are members of the Foundations' Executive Committee which provides strategic leadership and ensures collaboration across the Foundation.

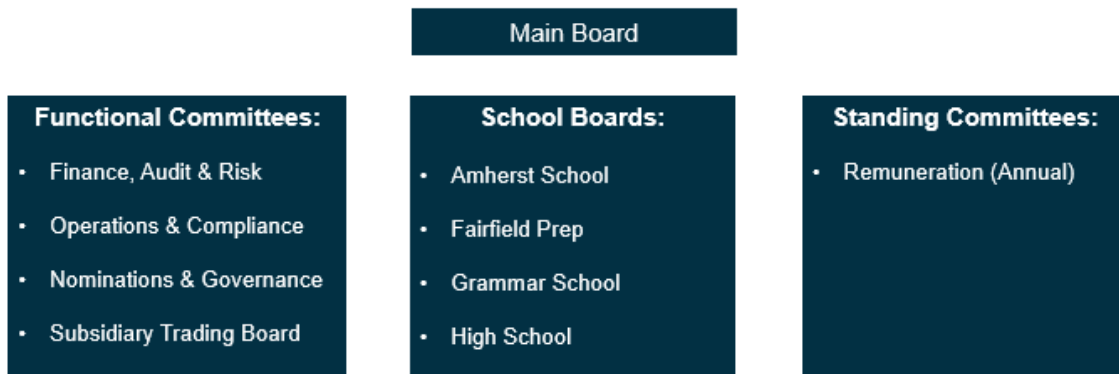
Commercial activities are managed separately through Thomas Burton Developments and the LSF School Shop.



The Governing Body

The Governing Body is made up of up to 18 Governors all appointed for the skill and expertise they can bring. Governors serve a 3-year term initially and may be re-appointed.

The work of the board is supported through a committee structure.



While the Foundation operates under a single governing body, each school is supported by a School Board consisting of at least three Governors. These boards provide oversight, support, and a forum for strategic discussions to ensure the schools meet children's needs. They also ensure that the Governing Body is provided with stakeholder views to support Foundation-wide decision making.

Governors are encouraged to join a committee or School Board based on their skills and interests.



Commitment

Whilst the role is voluntary, there is a degree of commitment required. Governors attend 7 to 10 formal meetings a year, including full board, committee or school board, and strategy day meetings. These meetings predominantly take place on-site, usually in the afternoon or early evening, and typically last for two to three hours.

Governors devote additional time to prepare for meetings and are expected to take up induction and training opportunities to enable them to fulfil their role effectively. There is also a range of opportunities to visit the schools to gain an understanding of the culture and ethos and to get the most out of the role.

Governors are also asked to support other functions such as recruitment, panel work or hold a link position depending on their area of expertise.

The Board has established a code of conduct that outlines the expectations and commitments required from Governors. All Governors are expected to abide by the code.

The Role

The Governing Body oversees the Foundation and Schools, focusing on strategic direction, policy framework, educational performance, and financial sustainability.

The Governing Body has a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction;
- b) Holding the Foundation Leadership to account for the educational performance of the Schools and delivery of the strategic aims;
- c) Overseeing the financial performance of the Foundation and assuring value for money.

Governors have a responsibility, working alongside other members of the board, to the staff, parents and pupils of all schools in the Foundation. Therefore, as a Governor you will play an important strategic role and take decisions that are in the best interests of the Foundation as a whole. A detailed role description is included at the end of this pack.

Support in the role

As a new governor, you will join a supportive and welcoming board. There is access to induction and ongoing training to support you to fulfil the role. Alongside this, there is support and guidance from the Chair of the Board and Head of Governance.

As a volunteer role it is not remunerated however, we do have an expenses policy which covers the reimbursement of travel and other related expenses.

The Application and Recruitment Process

If you are interested in applying, please send an up-to-date CV and covering letter outlining your interest and what you feel you could contribute to the work of the Foundation to Helen Stockill, email h.stockill@lsf.org.

If you would like an informal discussion about the role or a visit to a school, please contact Helen in the first instance through the email address above.

If your application is shortlisted, you will be invited for an interview with members of the Governing Body. If your appointment is successful, we will take you through an onboarding process which includes an enhanced DBS and safeguarding checks.

The closing date for applications is **Friday 1 March 2024**.

Interviews will be held **Friday 15 March 2024**.



Governor Role Description

Duties

The main duties and responsibilities of governors are to:

- Know and support the aims of the Foundation and its mission statement and ensure that these are achieved.
- Determine the overall direction and development of the Foundation through good governance and strategic planning.
- Provide support and challenge to the Executive Leaders.
- Ensure that the Foundation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Act in the best interest of the Foundation, beneficiaries and future beneficiaries at all times.
- Maintain sound financial management of Foundation resources, ensuring expenditure is in line with its objectives, and investment activities meet accepted standard and policies.
- Ensure that the board has an appropriate risk management framework and that related risk management policies are followed.
- Approve budgets and forecasts and monitoring results regularly.
- Approve the annual report and accounts.
- Lead the appointment and appraisal of the Heads and Chief Operating Officer.
- Determine whether the Foundation has proper reporting and internal control systems and appropriate policies on matters such as health and safety.
- Support the Foundation's fundraising endeavours.
- Contribute expertise to the discussions of the Governing Body.
- Adhere to high standards of charity conduct.
- Safeguard the reputation and values of the Foundation and Schools.



Governor Attributes

Personal qualities

- Commitment to the ethos and values of the Foundation.
- Commitment to Equity, Equality, Diversity and Inclusion (EDI).
- Ability to exercise sound and independent judgement.
- Maintain confidentiality on confidential and/or sensitive information.
- Independence of thought and sound judgment.
- Ability to influence, engage, and work effectively as part of a team.
- Commitment to seeking and considering stakeholder views.
- Willingness to express opinions constructively and ask appropriate questions.
- Devotion of time, enthusiasm, and effort to Governor duties.
- Willingness to make and stand by collective decisions.

Aptitude and skills

- Understanding and acceptance of legal duties, responsibilities, and liabilities of trusteeship.
- Ability to challenge current thinking constructively for the best interests of the Foundation.
- Evaluation and interpretation of management information and other data/evidence
- Ability to play a strategic role to successfully effect change and meet the objectives of the Foundation.

Knowledge / experience

Specific professional knowledge and experience in at least one of the following:

- Charity law and governance
- Trusteeship or management of a complex organisation with multiple sites/subsidiaries
- Strategic planning
- Financial expertise
- Data analysis and/or research expertise
- Management of change
- Monitoring and evaluating performance in the commercial and/or not for profit sectors
- Recruitment and human resources expertise, including employment legislation
- Business development experience/expertise
- Risk management experience/expertise
- Property and estate management
- Marketing, media and PR expertise
- Stakeholder engagement
- Legal