



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Governor to The Mill Hill School Foundation Governor Role Overview

INTRODUCTION

The collective role of the Court of Governors is to hold ultimate control of and responsibility for the management of the Foundation, including: ensuring the Foundation acts in accordance with the Foundation's Articles; educating, safeguarding and promoting the wellbeing of pupils; ensuring compliance with the inspection regime; and managing the Foundation's activities and its assets in furtherance of its charitable objects in the context of its dual regulation by the Charity Commission and Companies House.

Key facts about the role:

Responsible To:

CHAIR OR THE COURT OF
GOVERNORS

Hours:

SEE FOLLOWING EXPECTATIONS
ON COMMITMENT

THE MILL HILL SCHOOL FOUNDATION TRUST

The Mill Hill School Foundation is over 200 years old. Situated in 150 acres of magnificent parkland in North London, The Mill Hill School Foundation is a successful and financially stable family of four leading co-educational schools providing an outstanding educational experience for pupils aged 3-18. Mill Hill School, the Senior School, is one of London's leading co-educational day and boarding schools; Grimsdell Mill Hill Pre-Preparatory School is a day school for pupils aged 3 to 7; Belmont Mill Hill Preparatory School is a day school for pupils aged 7 to 13 and The Mount, Mill Hill International is a co-educational boarding and day school for pupils aged 13 to 17 from predominantly non-English speaking backgrounds which opened in September 2015. There are currently approximately 1,500 pupils attending the schools of the Foundation.

Each school is led by its own Head who has responsibility for the admission of pupils and for the quality of teaching and learning. The Foundation is led by a Chief Executive who is responsible to the Court for the good management of the Foundation Schools and for providing clear direction to the Foundation as a group of schools.

Further details may be found at www.millhill.org.uk



JOB DESCRIPTION

Governors are volunteers for their roles and are not remunerated other than for reasonable travelling expenses in support of Court business and Court and Committee meetings.

Governors are appointed for a tenure of three years, renewable up to four times at the end of each term of three years to a maximum of 12 years in office.

The Foundation currently has four full Court meetings per year (Saturday) and each committee has a meeting every half term. There are more committee meetings than full governors' meetings as most of the business of governance is conducted through the committee structure. The expectation is that Governors will attend all Court meetings, a Strategy Day (also held on a Saturday) as well as meetings of the Committees for which they are a member. In addition, Governors are expected to attend Governor training and other relevant training as well as visit the Foundation schools on a regular basis.

The degree of commitment required of a Governor to achieve the job description is to:

- > Attend Court meetings
- > Attend relevant Committee meetings
- > Be prepared to lead, with prior agreement, on aspects of the Court's work for which you have delegated responsibility e.g. chairing a committee, being the link for an area of work such as safeguarding
- > Be prepared to put in enough time to visit the Foundation periodically during working hours and to study relevant background and papers
- > Attend training courses
- > Attend events where possible and in particular those associated with particular areas of responsibility
- > Attend a minimum of two monitoring or daytime Foundation visits each academic year (except where agreed with the Chair)
- > Spend time reading around issues of governance and education
- > Attend, with prior agreement, interviews, appeals or grievance meetings
- > Spend time meeting staff, parents and pupils where possible

It is anticipated Governors might spend approximately 10 to 15 days a year carrying out their duties. The Chair, Vice Chair and Chairs of committees are likely to spend between 15 and 25 days each year, although much will depend on the level of responsibility.

Key Areas of Responsibility for each Governor:

Strategic Responsibility:

- > Set a clear vision, ethos & strategic plan for the Foundation that is ambitious but realistic
- > Ensure that the necessary structures are in place to deliver the vision as part of the strategic management of the Foundation, looking outward, scanning the environment and adapting to change and ensuring these are communicated effectively to staff
- > Ensure the Chief Executive Officers' (CEO) annual and longer-term objectives and targets support the

Foundation's vision, mission and strategic priorities

- > Consider the views of parents and other key stakeholders on the performance of the Foundation
- > Regularly review the Foundation's strategic plan and priorities

Performance Responsibility:

- > Hold the Executives to account by monitoring the Foundation's performance
- > Ensure that the fundamental values and guiding principles of the Foundation are articulated, reflected and understood throughout the Foundation
- > Ensure the educational performance of the Foundation and its pupils
- > Ensure that all children, including those with special educational needs, have access to a broad and balanced curriculum
- > Agree the overall annual income forecast and expenditure budget for the Foundation
- > Agree the method for measuring objectively the progress of the Foundation in relation to its vision, ethos, strategic plan, business plans and annual targets, and to receive regular (and in most instances termly) reports on the performance of the Foundation

- > Receive regular (and in most instances termly) reports from the CEO, Director of Finance and Operations (DFO) and Heads on progress towards agreed strategic priorities and hold the Head to account for the management and administration of the Foundation
- > Ask challenging questions of the Executives
- > Ensure that there are mechanisms for pupils, parents, staff, volunteers, wider stakeholders and other individuals, groups or organisations to bring to the attention of the Governors any activity that threatens the probity of the Foundation (see Complaints Policy)

Compliance Responsibility:

- > be aware of, and ensure that the Foundation and its representatives comply with all legal, regulatory and statutory requirements, and supporting guidance (e.g. Independent Schools' Standards Regulations) and that the Foundation submits all associated mandatory returns and reports
- > comply with the Foundation's duties in relation the safeguarding of Foundation pupils and the wider Foundation community
- > report serious incidents to the Charity Commission
- > maintain familiarity with the Foundation's Articles, ensuring that the Foundation complies with the Foundation's Articles and review the Foundation's Articles regularly to ensure it is fit for purpose
- > in accordance with the Foundation's Scheme of Delegation, agree the appropriate levels of delegated authority, ensure that these are recorded in writing by means of minutes, terms of reference for committees of the Court, job descriptions etc. and ensure that clear written reporting procedures are established and complied with
- > follow the Foundation's Code of Conduct

Responsibility to Safeguard the Assets

- > act as guardians of the Foundation's assets, both tangible and intangible, taking all due care over their security, deployment and proper application and internal controls
- > protect and manage the buildings and other property of the Foundation
- > ensure the organisation has a clear budget and cash flow forecast for at least the next three years to ensure the Foundation remains a going concern

- > establish a risk policy which identifies and manages risks and ensuring that any major risks to the Foundation are reviewed annually and that systems have been established to mitigate or minimise these risks

- > ensure the Foundation applies its resources exclusively in pursuance of its charitable objects, allocating them in line with the strategic priorities

- > ensure that the Foundation has a sound financial strategy, gets good value for money and have robust procurement and financial systems

- > exercise effective overall control of the Foundation's financial affairs, ensuring that the systems of control are

rigorous and constantly maintained through regular evaluation and improvement in the light of experience

- > be accountable for the solvency and continuing effectiveness of the Foundation and the management of any endowments in perpetuity

- > ensure the proper investment of the Foundation's funds within the constraints of the law and any ethical and

other investment policies laid down by the Court

- > act reasonably, prudently and collectively in all matters relating to the Foundation and always to act in the best interests of the Foundation

- > ensure that the Foundation's good name, reputation, ethos and other intangible assets are properly valued, utilised and safeguarded

Governance Responsibility

- > ensure that the Foundation's governance is of the highest possible standard

- > ensure that the Foundation has an appropriate governance structure in place

- > ensure that the Court has the skills required to govern the Foundation well, and has access to relevant external professional advice and expertise, and participate in individual and collective development and training of Governors

General Duties

- > ensure the Foundation complies with legislative and regulatory requirements, and acts within the confines of its governing document
- > act in the best interest of the Foundation, beneficiaries and future beneficiaries at all times, pursuing only the delivery of the charitable objects
- > promote and develop the Foundation in order for it to grow and maintain its relevance in society
- > maintain sound financial management of the Foundation's resources, ensuring expenditure is in line with its objectives, and investment activities meet accepted standard and policies
- > assist in the interview, appointment and oversight of the work and activities of the Executives, providing support and challenge as appropriate
- > ensure the effective and efficient administration of the Foundation and its resources, striving for best practice in good governance
- > maintain absolute confidentiality about all sensitive/confidential information received in the course of governors' responsibilities to the Foundation and ensuring compliance with the conflict of interest policy

- > know and support the aims of the Foundation and its mission statement and oversee their achievement
- > know the overall tasks of the Court and ensure that these are fully carried out
- > contribute expertise to the discussions of the Court and, if possible, at least one committee
- > respect the confidentiality of the Court and all information about the Foundation's Executives, parents and pupils
- > ensure that there is a systematic, open and fair procedure for the recruitment of Governors
- > reflect periodically, as appropriate, on the Court's performance and individual Governors' performance
- > establish, review, amend and approve such key Court and organisational policies as may from time to time be required

Specific Experience

- > Governors are often recruited for their experience in a given specialism (finance, law, education, etc).



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Mill Hill School
The Ridgeway
Mill Hill Village
London NW7 1QS

020 8959 1221
millhill.org.uk

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