



Finance Governor January 2024

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Introduction

King's Ely encompasses 3 main sites located in Ely and Newmarket with a variety of buildings including historic listed buildings to modern classrooms and facilities, spanning the thirteenth to twenty-first centuries.

The Board of Governors are directors of The King's School Ely and members of the Company, Trustees of the Trust and Governors under the Education Act, with ultimate responsibility for the general strategy and policy of King's Ely, including the overall management of its Finance and buildings.

King's Ely is committed to safeguarding and promoting the welfare of children and expect all staff, Governors and volunteers to share this commitment.

The Board of Governors is looking to appoint a Finance Governor to succeed one of the current Finance Governors on the Board who will be stepping down in the next year. The new Finance Governor will be a member of the Finance and General Purposes Sub-Committee of the Board of Governors which has delegated responsibility on behalf of the Board of Governors for the oversight of all the business and financial aspects of the School, including financial health; accounting compliance; investments; procedures for staff establishment, appointment and remuneration; and other general purposes, such as the School premises and facilities.

Governors are volunteers. They are not remunerated for their role other than for reasonable travelling expenses in support of Governor business and Board and Committee meetings. Each Governor is a member of the Board of Governors and responsible to the Chair of the Board of Governors for their role as a Governor.

Information for applicants

About the School

King's Ely can trace its origins from at least 970AD, making it one of the oldest schools in Europe. Originally a monastic foundation and then a grammar school by Royal Charter, today it is a thriving independent day and boarding school for around 1000 boys and girls aged from 2-18, offering a broad range of GCSEs and A-levels and from which almost all pupils go on to good universities in the UK and abroad. Most students are day pupils from Ely, Cambridge and the surrounding area, and there are also about 200 boarders with over 40 nationalities represented overall.

The School is subdivided into four sections: King's Ely Senior (age 13-18) and King's Ely Prep (age 7-13), which occupy adjacent campuses and shared facilities, King's Ely Acremont and Nursery (ages 2-6) which has its own self-contained campus about 400m from the main site, and Fairstead House including Fairstead House Nursery which is in Newmarket.

The main campus extends to around 70 acres in total and comprises several historic buildings adjacent to Ely Cathedral as well as more recent, purpose-built facilities spanning the thirteenth to the twenty-first centuries, and almost 40 acres of playing fields.

King's Ely prides itself on being an academic school but not an academic hothouse. There is a great emphasis on personal development through an extensive co-curriculum of sporting, creative and performing arts and service opportunities as well as through building positive relationships with others in a tight-knit but outward-facing community. The safety, wellbeing and pastoral care of the whole community is central in what is a happy and purposeful school where our diversity and breadth of talent and ability is valued and nurtured.

King's Ely also plays a key role in the local community. The School is one of Ely's largest employers and also educates the boy and girl choristers of Ely Cathedral. King's Ely is also a proud founder member of the Cambridgeshire Educational Partnership, which numbers twelve local schools working together to improve educational attainment, especially for disadvantaged children. The School also offers a number of bursaries to enable pupils from all walks of life to benefit from the education it offers.

King's Ely is a registered charity administered by a Board of Governors. The Principal is a member of HMC and the School is also affiliated to the Society of Heads, IAPS, the Boarding Schools' Association and the Choir Schools' Association.

Governance of King's Ely

King's Ely is the trading name of The King's School Ely, a Charitable Trust registration number 802427. The assets of the School are owned by the Trust and registered in the name of the Company, The King's School Ely; a company limited by guarantee registered number 2440507 and the sole trustee of the Trust. The charitable object of the Trust and for which the company is established is to advance the education of the public, including education in the teachings and practices of the Church of England. The liability of the members of the Company is limited to a maximum of £1 each by guarantee. The Registered Office and principal address of the company is Barton Road, Ely, Cambridgeshire, CB7 4DB. The company is governed by its Articles of Association.

King's Ely has two wholly owned trading subsidiaries both incorporated in the UK: King's Ely Enterprises Ltd (a company limited by shares, registration number 3561879) and King's Ely Octagon Schools Ltd (a company limited by shares, registration number 10342853).

The Board of Governors as currently constituted under the Company's Articles of Association comprises a minimum of 9 and a maximum of 18 Governor members. There are 4 Sub-committees of the Board of Governors with delegated authority to oversee the management and functioning of the School, 4 Management Committees with Governor representation reporting

to the Board of Governors, with one Governor Standing Working Group. Other Working Groups may be established as required.

Each Governor may serve for a maximum period of 13 years, comprising 4 periods of 3 years and a further one year period if the Board resolve that it is in the best interests of the Company. Each term of office served by a Governor subject to election by the Board. Each Governor is required to be a member of at least one Sub-Committee of the Board of Governors or to serve on a Management Committee.

The relationships between the Board, the Committees of the Board of Governors, the Management Committees, the Standing Working Group, the Principal, and the School's Senior Leadership are key to the effective governance of the School.

Role of a Governor

Governors have the overall legal responsibility for the general control and management of the Charity, the Company, and the School. A Governor's role is to provide strategic management of the charity, company, and School, to control its affairs, finances, and property, to ensure it pursues its charitable objective and to give overall direction to the School.

The Association of Governing Bodies for Independent Schools describe a Governor's responsibilities as 'governance, strategy, oversight, support and challenge, while consciously recognising and avoiding unhelpful and probable uninformed divergence into management detail' (AGBIS Guidelines for Governors).

If Governors fail in their legal duties and responsibilities, they should expect to be held to account which may include criticism of their actions as a governor, director or trustee by an external regulator, parent or the media or similar.

There is a Code of Conduct for Governors which sets out the School's expectation of its Governors and assist them in delivering high quality governance and to protect the reputation of the School. A Governor has a public role and responsibilities and when working in a private capacity may still be considered as a representative or ambassador of the School.

Time Commitment expected from a Governor

King's Ely has four full Board Meetings per year. The Board meetings are held on a Friday morning from 9.30am to 1pm, one of which may be a Strategy Day also which usually takes place once a year. The Committees vary in the number of meetings per year with the most number for a Committee currently being four meetings per year.

The expectation is that Governors will attend all Board meetings, including any Strategy Day and the meetings of a Committee/s for which they are a member. In addition, Governors are

expected to attend Governor and other relevant training as well as visit the School on a regular basis. Governors will be expected to spend time reading around issues of governance and education.

It is anticipated that a Governor commitment will be between 12 and 16 days per year with governance duties. Governors who are the Chair or Vice Chair of the Board or a Chair of a Committee are likely to spend more time to meet their governance duties.

Finance Governor

Key duties and responsibilities

As a Governor to:

- attend Board meetings;
- attend Finance & General Purpose Committee meetings;
- be prepared to lead, with prior agreement, on aspects of governorship for which you hold delegated responsibility;
- attend safeguarding and governance training as determined by the Nomination and Governance Committee;
- make additional visits to the School, such as attending School events where possible, or visiting to meet with staff associated with particular areas of your responsibility;
- be a member of a Governor Panel with prior agreement for interviews, appeals, disciplinary or grievance hearings.

As Finance Governor to support the Finance and General Purposes Committee in providing oversight, monitoring and guidance of:

- the School's finance plan that supports the School's Strategic Development Plan, including the adoption of strategic financial targets, such as cash reserves, level of surplus etc;
- revenue and capital budgets, and cashflow forecast, including financial performance against budget;
- capital building projects and programme;
- investment policy and targets, including the investment portfolio;
- revenue cost centres;
- level of borrowing and borrowing facility arrangements;
- fees and charges, including fee debtors, and fee concessions, scholarships and bursaries;
- compliance with accounting procedures in accordance with the Charities Act 2011 and the Companies Act 2006;
- internal management accounting systems, including delegated financial powers, such as signatory authority and expenditure approval limits;
- pension schemes provided through the School;
- appointment of professional financial advisors, including investment advisors and auditors;
- commercial opportunities and development of additional income streams.

Person Specification

The successful applicant will demonstrate the following:

- Senior leadership experience in a large organisation with commercial and financial accountability or Finance management;
- degree level or professional financial qualification or equivalent in Finance management or business.

It is desirable that a successful applicant demonstrate an appreciation of the independent schools' sector and education as a business.

How to apply

Appointment is by election to the King's Ely Board of Governors by the Governors on the recommendation of the Nominations and Governance Committee. The election by the Board of a candidate nominated by the Nominations and Governance Committee will be subject to the requisite checks on the candidate's suitability and compliance with the legal rules on eligibility to be a Governor at King's Ely, including the completion of a satisfactory DBS and signing of the statutory recruitment declarations.

Expressions of interest in the form of a covering letter giving details of how your skills, qualities and experience meet the requirements of the job description and/or person specification and curriculum vitae should be sent to:

Dr Roger Axworthy, Company Secretary and Clerk to the Board of Governors, at RogerAxworthy@kingsely.org.

The covering letter should be no longer than two sides of A4.

The covering letter and Curriculum vitae will be considered by the Nomination and Governance Committee who will identify those applicants to be supported for further consideration. The shortlisted applicants will be requested to make a formal application by completing a King's Ely Application Form and will be invited to meet the Chair of the Board of Governors, Principal of King's Ely, Clerk to the Board of Governors, and at least one other selected Governor for interview.

Please note:

- King's Ely is an equal opportunities employer and all applications are welcomed.
- King's Ely is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.
- If you are selected for interview, you will need to provide proof of identity, birth certificate, documentation confirming your NI number or your right to work in the UK and certification of qualifications.



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www.kingsely.org