



# School Governors on the Educating Governing Body Candidate Brief



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# Welcome from Tamsin Jones, Chair of Governors



Dear Candidate,

I am delighted that you have expressed an interest in applying to be a School Governor of Young Epilepsy. We hope that you find the information in this candidate brief and our website useful:

<https://www.youngpilepsy.org.uk>

As an integral part of Young Epilepsy, a national charity that is the UK's major provider of services to children and young people with epilepsy and associated learning, emotional and behavioural difficulties, St Pier's School and College offers educational and residential provision to over 160 young people.

Set within 65 acres, our estate in Lingfield, Surrey includes St Piers School, a non-maintained residential special school for pupils aged 5 to 19, St Piers College, an independent specialist further education college for young adults aged up to 25 and adult residential provision. St Piers has pioneered an approach to education focused on developing empowered, happy young people, who can fulfil their ambitions in a nurturing environment that creates a sense of purpose and self-belief in the individual. We are proud of the history of St Pier's estate, its services for children and young people, and its place in the local community.

Childhood epilepsy can be frightening, isolating and often a misunderstood condition. There is a huge demand for information and support for parents and professionals and a need to improve access to, and quality of, health and education services. The Board of Trustees for Young Epilepsy is responsible for the overall governance of all the charity's objectives and specialist services including pioneering healthcare provision and championing the voice of the young person. The Board sets the strategic direction of the charity and is supported by the Education Governing Body (EGB) which is the strategic leader of St Piers School and College (including residential provision). The EGB has a vital role to play in making sure every learner receives the best possible education.

We are looking to recruit up to three School Governors with a range of skills and different life experiences. We are particularly keen to recruit individuals who are experienced educationalists and have experience of special educational needs and disability (SEND) provision and safeguarding. Ideally, with either a personal or professional connection or experience of epilepsy or another neurological condition, we are seeking to create a more diverse Board and welcome applications from all sections of the community, particularly from those who are currently under represented on the EGB and from diverse communities.

If this is a role that interests you, we would very much like to receive your application. You can find all the details on how to apply further along in this brief. If you have any further questions about the role once you have read this candidate brief please contact us on 0207 850 4781 or email: [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) for a confidential conversation with Sarah Thewlis.

Yours sincerely,

**Tamsin Jones**  
Chair of Governors



## About Young Epilepsy

Established in 1897, the National Centre for Young People with Epilepsy is a national charity that is the UK's major provider of services to children and young people with epilepsy and associated learning, emotional and behavioural difficulties. The trading name, Young Epilepsy, launched in Nov 2011, reflects our ambition to reach as many of the 100,000 or 1 in 200 children and young people with epilepsy, as possible.

### What we do

We campaign for children's rights. We deliver health services and research that improve diagnosis and treatments. We support children and young people throughout school, college, and university. We provide information, friendly advice, and practical help for living everyday life. We have developed a new range of services including health information resources, training courses for professionals in health, social care and education and the promotion of good practice in schools.

#### our vision

We exist to create a society where children and young people with epilepsy are enabled to thrive and fulfil their potential. A society in which their voices are respected and their ambitions realised.

#### our purpose

To inform, educate, inspire, and engage the nation, through young people with epilepsy living ambitious and fulfilled lives.

#### our values

Young people are at the centre of everything we do

We work together to make a greater difference

We are courageous and ambitious for change

#### our offers

Health & Research

Voice & Support

Specialist education

## Campaigns

Our campaign priorities are led by the views and experiences of children and young people with epilepsy. We work closely with our [Young Reps and Young Supporters](#) to inform our campaigning work and support them as advocates for children and young people with epilepsy across the country.

We campaign to improve systems of support for children and young people with epilepsy by influencing policy in government, healthcare and education to ensure the rights of children and young people with epilepsy are upheld. Our latest campaign [#OnTopOfEpilepsy](#) calls on UK healthcare leaders to integrate mental health screening and support into paediatric epilepsy care.

## Health Services

Young Epilepsy's health and research centre is a diagnostic, rehabilitation and behavioural assessment unit in the UK specialising in in-patient and out-patient services for children and young people with epilepsy. Our interdisciplinary team of health and education specialists offer a holistic approach to healthcare.

## Support

Our Support and Inclusion Team work with children and young people with epilepsy who have a range of abilities and needs and our Youth support coordinators provide one-to-one guidance, whole-family support and social get-togethers for children and young people with epilepsy, and their families. Support includes:

- Giving a young person a safe space to speak.
- Informing young people of their rights.
- Creating a community for young people, to meet others with the condition and share their stories.
- Empowering young people to improve their outlook on living with epilepsy, building their resilience, confidence and independence.
- Helping children and young people manage their wellbeing and mental health, signposting them to the help they need.





# About St Piers School and College

Our specialist services include a school, college and residential services providing education, boarding and healthcare in Lingfield, Surrey. Our estate includes St Piers School, a non-maintained residential special school for pupils aged 5 to 19, St Piers College, an independent specialist further education college for young adults aged up to 25 and adult residential provision. The Education Governing Body is tasked with supporting the Board to oversee the education (including residential) services at Young Epilepsy.

St Piers has pioneered an approach to education focused on developing empowered, happy young people, who can fulfil their ambitions in a nurturing environment that creates a sense of purpose and self-belief in the individual. We are proud of the history of St Pier's estate, its services for children and young people, and its place in the local community.

To find out more about how we support special educational needs and disabilities at St Piers read our prospectus for [St Piers School](#), [St Piers College](#) and visit our [website](#).



## Information and Online Resources

[The Channel](#) is Young Epilepsy's digital solution to provide children and young people with epilepsy the information they need to make decisions that enable them to achieve their best quality of life. Launched in March 2020, the channel has outstripped expectations, growing from 7,000 unique visitors in July 2020 to almost 20,000 by July 2021.

One of its more significant developments is The Hub which was launched in December 2020 and is a space where children, young people and their parents can share experiences, tips and questions, to support each other to make their lives better.

Our [five-year strategy for 2020 – 2025](#) builds on our strong heritage of national expertise and innovation in the education, health and care of children and young people living with epilepsy. Our strategy is directly shaped by the voices and views of the children and young people with whom we work with and is enhanced by a world-leading clinical research partnership with Great Ormond Street Hospital and UCL GOSH – Institute of Child Health.

The key objectives within each of our four offers are:

**Information** – we equip young people with knowledge and promote public awareness of epilepsy.

**Health** – we drive improvements in healthcare and advocate for young people’s rights to the highest standards of health.

**Learning** – we deliver innovative education services and advocate for young people with epilepsy so that they can exercise their right to education.

**Research** – we coordinate and fund research into the causes, treatments and impact of childhood epilepsy. Our research programme is a collaborative initiative between Young Epilepsy, Great Ormond Street Hospital and UCL GOS – Institute of Child Health.

Further information can be found in our [Annual Report & Accounts 2021-2022](#) and our [Research and Impact report 2022](#).



## Our People

Young Epilepsy is a team of young people, researchers, product developers, service providers, policy makers, campaigners, and fundraisers, plus an international network of partners.

Our [Executive Team](#) is responsible for providing strategic and operational leadership within the charity and is led by the Chief Executive.

The [Board of Trustees](#) governs the affairs of the charity, ensuring that we are well run and deliver charitable outcomes that benefit children and young people with epilepsy. The Board is supported by six sub-committees:

- Finance, Audit and Risk Committee
- Fundraising and Communications Committee
- Health Services Committee
- Remuneration Committee
- Nominations Committee
- Education Governing Body

The [Education Governing Body](#) oversees the provision of education (including residential) services at St Piers School and College. Four of the Governors, including the Chair of the EGB, are also Trustees.



Young people are at the centre of everything we do, and we are striving to ensure that every young person with epilepsy has the opportunity to be heard and their condition better understood.

### **Young Trustees**

Our Young Trustees are the link between our Young Reps and Young Epilepsy's Board of Trustees (the Board). We have two Young Trustees who are members of the Young Reps group. Young Trustees are not formal voting members of the Board but attend Board meetings in an advisory role to ensure that the needs of Young Epilepsy's beneficiaries are at the forefront of the Board's decision making.

### **Young Reps**

Our Young Reps group is compiled of young people aged 16–25 who represent children and young people living with epilepsy throughout the UK. The group is fundamental in ensuring that young people are at the centre of everything we do; the Young Reps contribute to our strategy and are involved at all levels of the charity to ensure that decisions and overall direction of services provided meet the needs of children and young people with epilepsy.

### **Young Supporters**

The Young Supporters Network is a less formal participation group open to any number of young people with epilepsy aged 13–25. They meet at least every three months and have many opportunities to get involved.



# The role and responsibilities of a Governor

## Role of the Education Governing Body

The Education Governing Body (EGB) is the strategic leader of St Piers School and College (including residential provision) and has a vital role to play in making sure every learner receives the best possible education. The EGB has a focus on three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Executive Principal and senior leaders to account for the educational performance of the School and College and its learners, and the performance management of staff; and
3. Overseeing the financial performance of the School and College and making sure its money is well spent.

The EGB is a Subcommittee of the Young Epilepsy Trustee Board. The Trustee Board has ultimate responsibility for the whole charity, including St Piers School and College.

## Role of a Governor

Governors work together to carry out the three core strategic functions. Key responsibilities of Governors are therefore to:

- understand St Piers School and College (including residential provision) – learner attainment and progress, behaviour, attendance and safety, teaching quality and staff development.
- determine the mission, values and long-term vision for School and College.
- work with senior leaders to set the strategy for achieving the vision.
- understand and drive improvement through agreeing development priorities with senior leaders and monitoring their implementation.
- review and approve key policies and procedures and hold senior leaders to account for their implementation.
- ensure that all learners have access to a broad and balanced curriculum such that they are well prepared for the next stage of their education and adult life.
- monitor and evaluate educational performance, using a range of sources, to ensure learner progress is being made and holding senior leaders to account for educational performance.
- be a source of challenge and support to senior leaders.
- provide influence during the annual budget setting process.
- monitor and evaluate financial performance, including grant funding, bursaries etc, to ensure resources are managed and spent effectively.
- monitor and evaluate the staffing structure.
- ensure robust and effective risk management and control procedures are in place.
- monitor health and safety.
- safeguard and promote the welfare of learners.
- ensure that parents, carers, learners, staff and the wider community are involved, consulted and informed as appropriate.
- make sure that St Piers is compliant with all legal and regulatory requirements, seeking the advice of the Clerk and other professional advice, as appropriate.
- ensure the EGB is fit for purpose.

Contribution to the EGB:

Governors should ensure that they are making a positive and meaningful contribution to the EGB by:

- attending full EGB and subcommittee meetings.
- reading meeting papers and preparing questions for senior leaders in advance of meetings.
- establishing and maintaining professional relationships with senior leaders and the other Governors.
- dedicating sufficient time to get to know the School, College and residential provision.
- undertaking induction training and developing knowledge and skills on an ongoing basis.

### **Time commitment**

All Governors are expected to attend all full EGB meetings and subcommittee meetings, as appropriate. At the time of writing, there are six full EGB meetings per year. These are held at Young Epilepsy's offices in Lingfield and via MS Teams on Monday evenings.

Subcommittees usually meet once a term and all Governors are expected to join one of the three subcommittees.

In addition to meetings, Governors are expected to visit the School, College or residential provision at least once per term. This may be as part of a Governor's Lead Governor responsibilities and / or as a learner shadowing visit. Governor visits are viewed as an essential component to Governors understanding, monitoring and evaluating St Piers.

### **Term of office**

Governor appointments are for an initial term of four years and Governors may be re-appointed for a second term. Governors may resign at any time by giving written notice to the Clerk to Governors. All Governor appointments require the approval of the Young Epilepsy Trustee Board.

### **Support you can expect from Young Epilepsy**

Young Epilepsy has a dedicated Clerk to Governors (Emma Herbert, [eh Herbert1@youngepilepsy.org.uk](mailto:eh Herbert1@youngepilepsy.org.uk)) who will support you by arranging for you to attend internal and external Governor training courses, setting you up with a Governor 'buddy' and giving you access to governor support websites. Please feel free to contact Emma with any questions you may have.

### **Allowances for expenses**

Governors provide a voluntary service and cannot be paid for their role, however, reasonable out of pocket expenses (such as travel costs) can be reimbursed.

# Time commitment, Location, Expenses and Induction/Training

## **Time commitment**

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## **Location**

St Piers Lane, Lingfield, Surrey, RH7 6PW

## **Expenses**

Governors provide a voluntary service and cannot be paid for their role, however, reasonable out of pocket expenses (such as travel costs) can be reimbursed.

## **Induction/Training**

A full induction and training programme is provided.

*If you have read all this information and still have a query, for a confidential conversation with Sarah Thewlis, Managing Director of Thewlis Graham Associates, please contact us on 0207 850 4781 or email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com).*

# Timeline, Application Process and How to Apply

## Timeline

**31 October 4pm** – Applications close

**2 – 10 November** – Thewlis Graham consultant interviewing of interested candidates

**w/c 20 November** – Visits to St Piers School & College, Lingfield Surrey

**w/c 27 November** – Young Epilepsy Interviews

## Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Role and Responsibilities section and the people who best meet these will be invited for interview with Thewlis Graham Associates. These will be held via video interview.

Those candidates not invited to interview will be advised by email by mid-November. Longlisted candidates will be advised by email. After a consultation between Young Epilepsy and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the Client. All candidates will be informed of the outcome following this date.

## How to Apply

To apply for this role, please email in word format to [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) the following documents quoting reference AA1002: –

1. Your CV in Word format only.
2. Your covering letter in Word format only, to cover the following points:
  - Your reasons as to why you would consider yourself suitable for this role, and why you are interested in the role.
  - Your current remunerations details and notice period and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission).
  - Please keep the letter to a maximum of three pages in total.
3. Please complete the Diversity Monitoring form, please see link below.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Butcher on 020 7850 4781 or email [clb@thewlishgraham.com](mailto:clb@thewlishgraham.com) if you have any queries.

**If you would prefer to receive this candidate brief in a more accessible format, please contact us.**

# Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your form as Thewlis Graham Associates is committed to monitoring and analysing diversity and inclusion information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Lizzy via email [lint@thewlisgraham.com](mailto:lint@thewlisgraham.com).

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you



## Contact Us

**Thewlis Graham Associates**

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