



Role Description

As charity Trustees, the School Council holds ultimate responsibility for the governance of the School.

The Chair will lead the Council in fulfilling these duties and in ensuring the long-term future of the School. In addition, the Chair will act as a critical friend to the Head and Senior Leadership Team, being mindful of the boundary between governance and management.

In particular, the Chair will ensure the following:

- That Council sets the mission, vision, strategy and policies for the School within the powers and restrictions of the School's Articles of Association;
- That Council takes steps to monitor the School's performance and risks and that the School satisfies all legal and regulatory requirements;
- That the School has satisfactory internal systems and controls for all financial and non-financial matters, which are audited and reviewed regularly;
- That he/she is informed about the affairs of the School and has a clear understanding of its strategic aim and financial position. This will likely be via meetings and/or communication with the Head, Business Director and SLT as well as via ad-hoc visits to the School to meet other members of staff and pupils;
- That powers are delegated appropriately to members of the School Leadership Team in a manner which supports the efficient operation of the School;
- That Council has the necessary skills to govern the School effectively;
- That there is a systematic, open and fair procedure for the recruitment of members of Council and Committee members, and that all such appointees receive appropriate induction, advice, information and training;
- That Council meetings are planned and conducted properly and efficiently;
- That the Head is performing as required, has the opportunity for professional development, and has access to appropriate professional support;
- That the Head and other key personnel are appropriately remunerated and that annual staff pay awards are appropriate.

The Chair will chair four Council meetings per year, including a strategy day, and will attend other Committee meetings depending on agreed membership of these. These are usually in-person meetings at the School. In addition, the Chair will attend regular meetings with the Head and will maintain a professional relationship with the Head which allows open discussion of concerns and challenges. Other ad-hoc work will be required and the commitment is likely to average around 4-5 hours per week but will vary depending on the time of year. Term-time is likely to be busier.

The new Chair will wish to bring their own leadership style to the role and there is therefore the opportunity to change this approach, in consultation with other members of Council and with the Head.

The Chair will be expected to represent the School as appropriate including speaking at Speech Day and conducting external interviews, including with the media, when required.

The successful candidate will initially join as Vice-Chair for one year before becoming Chair for an initial term of four years.



Person Specification

The successful candidate will:

- Have a strategic approach;
- Be committed to girls' education and have an understanding of the barriers girls and women face;
- Have an understanding of the challenges facing the sector and a willingness to find creative solutions and effect change;
- Have relevant professional expertise in matters relating to running an organisation including commercial and financial acumen, risk management and regulatory/legal compliance.
- Have an ability and willingness to provide leadership and to ensure that decision-making is robust and timely;
- Have excellent people and communication skills;
- Have significant experience at a Board level, preferably with some experience of chairing large decision making meetings;
- Have an understanding of the governance, legal and financial aspects of operating a charity;
- Meet the 'Fit and Proper Person' criteria for being a Charity Trustee.

The successful candidate will be required to undertake safeguarding training and to join the Disclosure Scotland scheme.