



George
Heriot's
School
Founded 1628

Appointment of Governor

September 2022



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Introduction

The Governors of George Heriot's Trust seek to appoint a new Governor.

Heriot's is one of Scotland's foremost schools, steeped in history and tradition. Dating back over 350 years, the School has an enviable reputation for its high academic standards, supportive pastoral care and its extra-curricular life. It is a place where children flourish and are happy. Attractively located in its own grounds in the centre of Edinburgh, the School is a mixture of original and new buildings including the outstanding Centre for Sport and Exercise, which opened in 2012.

This pack outlines further details about the School, the opportunity and the role. It also includes details of how to apply and the terms of the appointment.

For further information about the School, please visit the School's website at www.george-heriots.com.

Welcome Letter from the Chair of the Board

Dear Applicant,

I am delighted that you are considering making an application for the role of Governor of George Heriot's Trust.

George Heriot's School is in a very strong position. The School is highly regarded on an academic basis, with the performance of our pupils in national examinations consistently at the very highest levels in Scotland. The School roll is full and we have strong demand and competition for places at all the key entry points. There is a strong sense of community at Heriot's amongst our hardworking pupils and staff, parents and former pupils. The Governors are proud to uphold George Heriot's legacy by providing free education for the sons and daughters of widows and widowers.

The Board of Governors works closely with the Principal and the Senior Management Team to determine the strategic direction of the School and ensure its smooth operation. It is a challenging role, but one that is also immensely rewarding.

Thank you for your interest; I and the other members of the Nominations Committee look forward to reading your application. If you would like to have an informal discussion about the role, please do not hesitate to contact me at: jpc@george-heriots.com

With best wishes,



Joyce Cullen
Chair, Board of Governors

Our Heritage

In 1624 George Heriot, jeweller and banker to King James VI and I, left his fortune in Trust to provide for a hospital for the “maintenance, relief, bringing up and education of puire fatherless bairnes friemens sones of the Towne of Edinburgh”.

The Main Building was constructed during the period from 1628 to 1650 and the School admitted its first pupils in 1659, providing residential education initially to 30 boys, growing to around 300. In 1886 it became a fee paying day school for over 1000 pupils, admitted girls for the first time in 1979, becoming fully independent shortly thereafter.

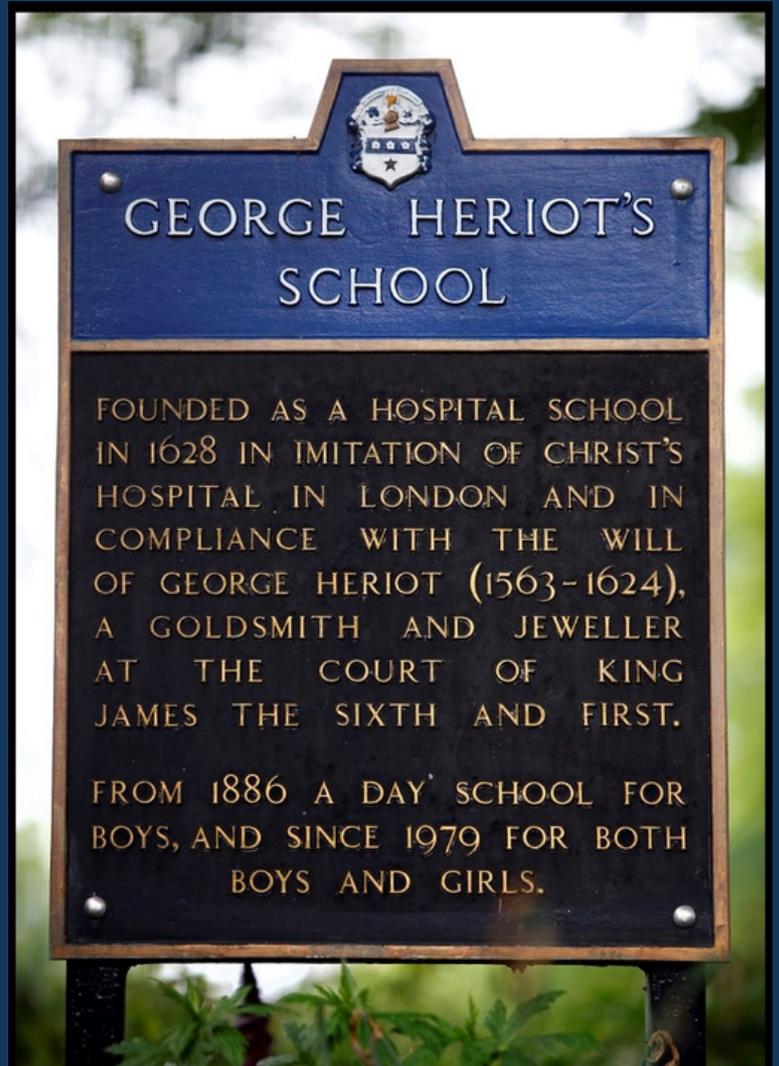
Throughout this period it provided free education for “fatherless bairnes” and today the Foundation - which now also supports the children of widowers - continues to be at the very core of the School. George Heriot's Trust is one of Scotland's oldest charities and the philanthropic ethos of its founder is reflected in many of the activities within the School. Heriot's was one of the first independent schools to be successfully reviewed by the Office of the Scottish Charity Regulator (OSCR).



Our School

Heriot's has long been regarded as one of Scotland's leading schools. Today the School flourishes as an independent co-educational day school catering for 1677 pupils from Nursery to Sixth Year, aged 4 to 18. Our emphasis is on developing each child's potential in a happy, caring and stimulating environment.

Heriot's has a distinctive whole school character with Junior and Senior Schools situated on one campus and dynamic interaction between the two. Heriot's Junior School and Senior School are highly successful primary and secondary schools in their own right, each led by its own Head of School (Headteacher), and they provide a pro-active, innovative approach to education for their respective age groups. At the same time, each is enriched by its close relationship with the other and the many ways in which they share the purposes, ethos and activities of Heriot's as a whole. Above all, this gives Heriot's a family atmosphere and strong sense of community.



“A progressive and modern school and teaching ethos, balanced with tradition”

Current Parent

The Junior School comprises around 618 pupils. There is Wrap Around Care provision 50 weeks of the year for Junior School children, after school in term time and for full days during holiday periods.

The Senior School comprises around 1059 pupils. There are 18 subject teaching Departments. Of these, a number provide specialist subject teaching in the Middle and Upper Primary sections of the Junior School, while the Music and Physical Education Departments, together with Support for Learning, serve the whole school.

Demand for places is high at every intake point and the School is full.

The Foundation

The Foundation is the charitable core of Heriot's and makes the School unique. Currently, 54 members of the pupil body at Heriot's are Founders - children from Edinburgh or the surrounding regions who have been bereaved of a parent. They do not pay any fees and are fully supported with enhanced pastoral care throughout their time in school. Foundation places are means tested to ensure we support families in substantial financial need. The Foundation costs Heriot's over £850,000 every year to fund and nearly all of that is funded out of school fee income. As part of the Strategic Plan the Trust is committed to building a financial bedrock for the Foundation.

In November 2015, Heriot's launched Foundation400 - our first major fundraising campaign - to secure the future of the Foundation. The ambition of the Foundation400 Campaign is to raise £15 million to endow the Foundation before the School's 400th Anniversary in 2059. This will secure the Foundation in perpetuity and allow all fee income to be invested in the School.

In addition to the pupils being educated through the Foundation, we currently have 60 pupils supported by bursaries from George Heriot's Trust - in total, 7% of the School roll. We also provide a small number of merit-based Academic and Expressive Arts Scholarships to new and existing pupils in the Senior School.



Foundation400

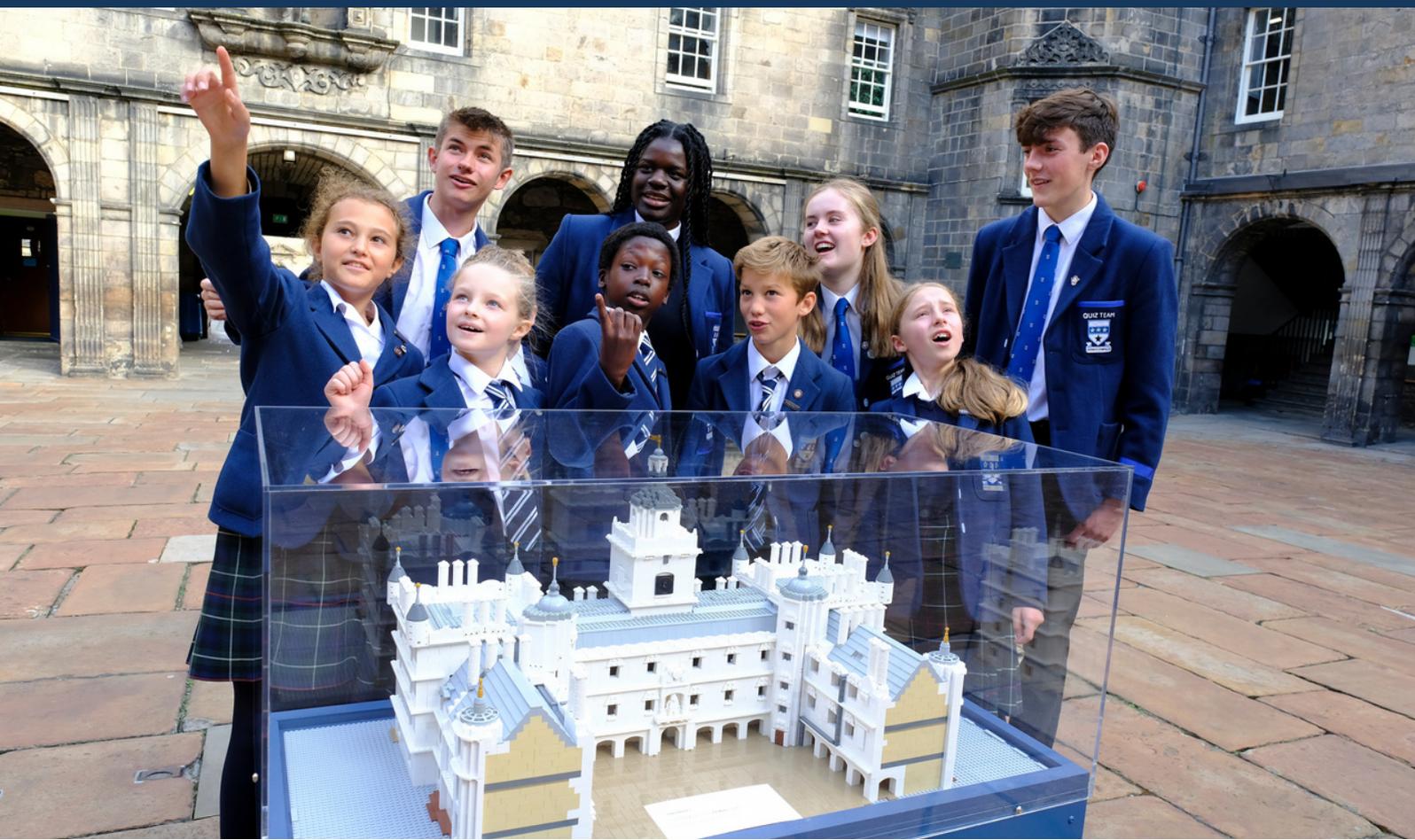
***“A school that is
approachable, not
elitist”***

Former Parent

Our Pupils

At Heriot's we have high expectations of our young people – we want them to work hard, look smart, be polite to everyone and care about each other. Our School's ethos is “work hard, be kind, and be happy.” We take pride in our reputation throughout the city, and our parents do too. Outside the classroom our enthusiastic team of staff offers over a hundred activities so every child can find a place to flourish, a team to join and another friendship group. We like our trophies - regional, national and international - but the main thing is about taking part and being happy. We are proud of our exam results, of every child's achievement. Right from the start, our children are encouraged to read widely, discuss ideas and think for themselves, the real basis of confidence and scholarship. Participation is at the heart of everything we do; our range of sports, musical activities and drama events, are unparalleled and the success and excellence of our teams and individuals are a constant source of pleasure. Our young people leave school ready for the next stage of their lives – confident but not conceited; socially aware; and ready to study and to work. They love their School.

We are not complacent and the culture of pro-active continuous improvement is an important part of George Heriot's.



Management

The Principal of the School has overall responsibility for the day-to-day running of the School and its operation. The Principal is supported by a Senior Management Team (SMT), which includes the Heads and Deputy Heads of the Senior and Junior Schools, the Bursar and the Directors of External Relations, Information Technology, Human Resources and Estates. Based on the School's Strategic Plan, the SMT prepares and regularly monitors an annual Whole School Improvement Plan, which details priorities to be delivered during the year.

Governance

The Board of Governors of George Heriot's Trust has responsibility for the implementation of the charitable purposes - that is the provision of the Foundation and the establishment and operation of the School. The Board sets and reviews the overall strategic direction for Heriot's and provides both support and challenge to the Principal and SMT, to ensure that the strategic objectives are met. The Board has key responsibilities in ensuring sound financial governance and compliance with all necessary legal and regulatory requirements, including those of the Office of the Scottish Charity Regulator.

As a registered charity, Heriot's operates under a constitution, which was extensively revised in 2017. The George Heriot's Trust Scheme 2017 (known as the Trust Orders) is supplemented by detailed regulations that specify the organisational structure and processes of the Board and its subsidiary committees.

Governors are proposed by a Nominations Committee and appointed by the Board. The Board strives to have wide representation with members having areas of expertise that are relevant to the governance of this high achieving and historically important school. Current areas of expertise include education, finance, business, human resources, development, languages, medicine, information technology and commercial property. Governors serve terms of 3 years, with a maximum of 3 consecutive terms. The Chair and Vice-Chair are appointed by the Board to serve 3-year terms and are eligible for re-appointment to serve a maximum of 3 terms in the role.

The current Board has 12 members:

- Mrs Joyce Cullen (Chair)
- Professor Mark Strachan (Vice-Chair)
- Dr Pauline Sangster (Chair of Education committee)
- Mrs Kate Cherry (Chair of Foundation and Bursaries committee)
- Mr Ian Herok (Chair of People committee)
- Mr Andrew McGeough (Convenor of Finance and Resourcing Committee)
- Mrs Nicola McLaughlan (Convenor of Development Committee)
- Mr Vineet Lal
- Mr Cameron Stott
- Mr Alan Urquhart
- Mr Ross McAuley

The Board has a variety of sub-committees to which the Board has delegated specific responsibilities. The sub-committees are: Finance and Resources (including remit for buildings), Education, Foundation and Bursaries, People, Development and both the Senior and Junior School Liaison Groups. Individual Governors also take a lead in specific areas, including safeguarding (Mr Urquhart) and buildings (Mr Stott).

There are two subsidiary companies owned by the Trust. Heriot's Centre for Sport and Excellence manages the sports centre and its staff; Heriot Enterprises owns and manages the commercial activities associated with the School and its brand.

The Role

Purpose

The Trust seeks to maintain a Governing Body which reflects the scale and complexity of the Trust's activities comprising Governors with a sufficient mix of interests, competencies and experiences reflecting all aspects of the work of the School and the Trust.

Key Requirements

- Governors should be able to: demonstrate commitment and enthusiasm; contribute time towards the well-being of the school, its ethos and its current and on-going strategic aims.
- Governors should have experience in a relevant professional/technical arena and have the appropriate inter-personal skills including team working, effective communication and impartiality.
- Governors must meet the expectations established by the Trust's Governance Principles.

It is desirable, although not a prerequisite, that Governors will have university or professional qualifications or other relevant experience commensurate with their skills base.

Applications from candidates with expertise and experience in the areas of finance and accountancy would be particularly welcomed. Previous knowledge of charities accounts would be helpful.

Strategic Leadership

Along with the Chair and other Governors;

- Fulfil the duties and responsibilities of a Governor for the effective governance of the School.
- Operate within the objectives specified in the Trust Orders and Regulations, and provide a clear strategic direction for the School.
- Review regularly major risks and opportunities.
- Maintain the sound financial health of the School.

Efficiency and Effectiveness

- Attend meetings of the Board of Governors, contributing effectively and efficiently, bringing objectivity to the decision-making process.
- Engage in collective decision-making, in the best, long-term interests of the School.

Relationship with the Principal and SMT

Along with the Chair and other Governors, establish and build a strong, effective and a constructive working relationship with the Principal and the SMT, ensuring they are held to account for achieving agreed strategic objectives.

Additional information

There are 4 Board meetings per year. Governors are encouraged to serve on one or more Committees of the Board, which meet between 2-6 times per year.



Person Specification

In addition to the qualities required of a Trustee of a charity, a Governor should also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible passion for and commitment to the School, its strategic objectives and vision.
- Exhibit strong inter-personal and relationship-building abilities.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Ability to commit time to conduct the role well, including attending events out with 'office hours'

Terms of Appointment

It is envisaged that the successful applicant will take up the appointment as Governor in the late autumn of 2022.

The role of Governor is a voluntary position and is not remunerated.

Heriot's is an Equal Opportunities employer and we welcome applications from all sections of the community.

The Process

It is anticipated that following a long list review, candidates will be selected for interview, which will take place in the first two weeks of November 2022. We are committed to safeguarding the welfare of children and the appointment will be subject to membership of the Protecting Vulnerable Groups (PVG) Scheme and we will request two references.

How To Apply

Candidates should apply for this role by visiting the Vacancies section of our website, www.george-heriots.com and click on the vacancy for 'Member of the Board of Governors of George Heriot's Trust' under 'Current Vacancies'.

Candidates should please submit an application form, together with a letter of application and a brief CV (if desired). These can be sent by email to Susan Donnelly, the School's Head of HR at HR@george-heriots.com. Your letter should be addressed to Mrs Joyce Cullen, Chair, Board of Governors.

The closing date for applications is noon on **Monday Friday 28th October 2022**.

If you have any questions regarding the submission of your application, please email Susan Donnelly who will be managing applications on behalf of the Board.

We would be grateful if you could inform us, in your application, of any difficulties with the dates of the interview process.





George Heriot's School

Founded 1628

Heriot's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

George Heriot's Trust is an Equal Opportunities employer and we welcome applications from all sections of the community.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463