



# Beaconhurst

## Governance of the School

The following seeks to provide information on the organisation and governance of Beaconhurst Grange Limited as well as relevant information pertaining to Beaconhurst School

### 1. Legal and Administrative Information

Beaconhurst Grange Limited is a co-educational independent day school situated in Bridge of Allan on the outskirts of Stirling. It is a registered charity (Charity Number: SCO 05753) and a company limited by guarantee (Number: SCO 39250), which does not have any share capital. The School provides a balanced and challenging education in a disciplined environment to pupils from 3 to 18. The charitable objectives of the School are set out in the memorandum and articles of association of the School.

The Board of Governors determines the policy of the School and day to day management is delegated to the Headmaster and Bursar. The Governors operate through three principal sub-committees: Education, Marketing and Finance. Each committee meets termly as does the full board of Governors, with an Annual General Meeting taking place in February.

#### Board of Governors

Please refer to the 'Staff and Governors' section of the website

#### Executive Officers:

Mr I W Kilpatrick BA, MEd, FRSA  
Mrs J D Sutherland Dip Com

Headmaster  
Bursar/Commercial Director

#### Non-Executive Officer:

Mrs M J Lang LLB

Company Secretary

#### Bankers

The Royal Bank of Scotland plc  
2 Pitt Terrace  
Stirling  
FK8 2EX

#### Solicitors

Russel and Aitken  
King's Court  
High Street  
Falkirk  
FK1 1PQ

#### Investment Managers

Rathbones  
Charlotte House  
2 South Charlotte Street  
Edinburgh  
EH2 4AW

## **1.2 Appointment of Governors**

The School tries to ensure that there is a good balance of expertise within the Board, including individuals with educational, legal, financial and business skills. There is also a predominance of members of the Board who are, or have been, parents of pupils at the school. When vacancies arise, skills gaps are considered and approaches made to individuals with the relevant experience. Once invited to become a Governor, the individual is subject to election to the Board at the next Annual General Meeting. Each Board member is subject to re-election at least every three years.

## **2. Structure, Governance and Management**

The Board of Governors take their lead in managing the affairs of the School from the Memorandum of Association of Beaconhurst Grange Limited, which states:

‘The objects for which the Company is established are:

The advancement of education for the public benefit and in furtherance thereof to create, maintain, manage and develop in Scotland...a School or Schools for boys or girls or boys and girls, to provide education to pupils attending the School or Schools, to promote education generally and employ masters and mistresses, lecturers, teachers and staff.’

In essence, this establishes Beaconhurst School as an educational provider where the Board of Governors provide support to the ongoing management of the School and strategic vision for improvement planning. The School has a Development Plan and Quality Assurance programme which is reviewed annually by the Board and added to as necessary.

### **2.2 Induction and Training of Governors**

Prior to being appointed at an Annual General Meeting, a new Governor will usually have had the opportunity to attend meetings of the Board, obtain relevant information and become familiar with the operation of the School. A pack is also provided which includes information on the role and duties of a director, and papers and minutes of previous meetings of the Board.

The composition of the Board is such that, together with the services of the Company Secretary, the School is kept up to date with relevant legislation. Furthermore, SCIS (Scottish Council of Independent Schools) provides regular guidelines for distribution to governors and frequent seminars that are attended by governors.

### **2.3 Statement of Governors' Responsibilities**

Company law requires the Governors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the Governors are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business

The Governors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of

the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **2.4 Decision Making**

The day to day running of the School is delegated to the Headmaster and Bursar. However, the Governors keep in touch with progress and developments through committee and full board meetings. All these meetings are attended by the Headmaster and the Finance Committee, Marketing Committee and Full Board meetings are attended by the Bursar. In addition, the Education Committee meeting is attended by the Deputy Head, part of whose remit is management of the academic curriculum. Committees are attended by those Governors with an associated interest and skills set and meetings of the Full Board allow for feedback from committees together with discussion of any points arising. Most decisions are carried by consensus; however, there is a voting mechanism which can be used by the Chairman. In such cases only Governors are allowed a vote.

Governors can from time to time be involved in the performance management of staff. Where the School's Disciplinary and Grievance Procedure (modified under the terms of the Employment Act 2002 (Dispute Resolution) Regulations 2004) is applied, Governors may be asked to attend a hearing and act as chair in the case of an appeal.

As part of the School's Child Protection procedures, Governors are kept informed of any significant child protection incidents that have taken place. In the event of an allegation being made against the Headmaster, the Chairman of the Board of Governors would be informed and required to take appropriate action as laid down in the School's Child Protection Guidelines.

Matters influencing the long term development of the school as well as the appointment of the Headmaster and Bursar are key areas of decision making taken by the Board of Governors. Most recently this has included the planning, financing and building of a £3.5million addition to the School's facilities.

In a less formal sense, Governors provide insight: as parents, former parents and professionals, to the Headmaster and Board, in all matters pertaining to the strategic development of the school and contribute at meetings to the debate surrounding topical issues. Informal contact with parents, pupils and staff is encouraged and Governors support a variety of activities and events that take place during the school year.

During the last year, Governors have undertaken training in Child Protection and Trustees' Responsibilities. Additional training will be offered to Governors as and when required.

## **2.5 Risk Management**

The Governors review the major risks, which the charitable company faces on a regular basis, and believe that maintaining free resources at the current level will provide sufficient liquidity in the event of adverse conditions. The Governors carry out annual reviews of the controls over key financial systems and also examine other operational and business risks which the charitable company faces, and have established systems to mitigate the risks.

Board of Governors, Beaconhurst School

March 2008