



ROYAL ALEXANDRA  
& ALBERT SCHOOL  
FOUNDATION

# Appointment brief

## Appointment of Chair & Trustees

September 2023

Reference: LBKKA

# An introduction

The Royal Alexandra and Albert School was founded in 1758 and reincorporated as an educational charity in 1949, under the Royal Alexandra and Albert School Act. The 1949 Act defined the Objects of the new School. The Objects of the Foundation are as registered with the Charity Commission:

- To establish and maintain a boarding school for boys and girls, who are without one or both parents, or whose special circumstances make it desirable that they should go to a boarding school;
- To bring up the boys and girls in the School, upon Protestant principles and to have them educated under arrangements provided by the statutory education authority.

Since its original incorporation, the organisation has evolved and the Foundation now funds the boarding facilities and pastoral care, with the education being provided by the Voluntary Aided School, Royal Alexandra and Albert School, a state funded maintained school, with around 1070 pupils. The Foundation owns the land and buildings in which the School is located, and appoints the majority of the School's Governors.

The Foundation is the sole member of Gatton Trust, a charitable company whose objectives are to: conserve the historic landscape and buildings within Gatton Park; provide access for the public to the parkland, and provide an education centre for the benefit of the public and the School.

## **Bursaries**

Around 90 pupils are supported by the Foundation, other charities and local authorities. The Foundation supports over 50 boarding pupils with bursaries, and works with the Heads of local primary schools in, among others, Merstham (the third most deprived ward in Surrey), to identify pupils who would benefit from Flexi Boarding. Around 30 Flexi Boarders have free places as a result. In addition to the bursaries granted, the Headteacher remits boarding charges in cases of occasional hardship. Around 10 families benefit in this way at any one time.

Good quality applicants for Foundationer places, are obtained via the distribution of marketing material to Primary School Heads in the South East of England. Applications are also sourced via the website, and through referrals from the grant giving charities and previous Foundationers. It is the intention, subject to continuing financial support from the charitable trusts, to continue to increase the number of boarding Foundationers.

The value of means tested bursaries amounts to around £470,000. Most pupils in receipt of bursaries also receive pocket money bursaries, uniform bursaries, and assistance with school trips and the cost of music and riding lessons.

# The role - Chair

## PURPOSE OF POST

The Royal Alexandra and Albert Foundation seeks to appoint a new Chair, who will be responsible for the leadership and governance of the Foundation, and ensuring the organisation is operating in alignment with its missions and values. The Chair will help to establish the Foundations strategic direction and guide the development and implementation of strategic plans.

## KEY RESPONSIBILITIES

The Chair will be the public face of the Foundation and take prime responsibility for:

- Interfacing with Patron/President;
- Serving as an ex official member of the Governing Body;
- Dealing with important stakeholders such as the Lord Lieutenant, County Council, Borough Council (including Mayor);
- Working with the Headteacher in furthering the Foundation's charitable partners, both existing and prospective;
- Acting as spokesman for the Foundation on matters of public interest and taking responsibility for dealing with the Press to the extent that this is necessary;
- Entertaining VIP guests at Foundation events, including Remembrance Day and Founders' Day;
- Establishing networks with key influencers.

In addition the Chair will:

- Liaise with Trustees between meetings as appropriate;
- Perform, mutatis mutandis, the same duties for both the Court and the Council;
- Chair meetings of the Bursary Committee (in accordance with the recommendations of the Charity Commission);
- Sit on the following other committees:
  - Finance and General Purposes;
  - Investment;
  - Staff matters;
  - Remuneration;
  - Admissions;
  - Safeguarding.

The Chair will also take responsibility for ensuring that the terms of reference of the committees are consistent with the objectives of the Foundation:

- Be a Director of Gatton Park Lettings Limited and Gatton Park Estates Limited;
- Act as a Trustee of The Gatton Trust Limited;

- Liaise on a regular basis with senior management of the Foundation, including Bursar. This may involve a review of major contracts and performance appraisals. It may also include staff grievances and disciplinary hearings or appointing other Trustees to address the same;
- Liaise occasionally with Estates Bursar on major projects;
- Liaise with the Chairman of the Governing Body with a view to ensuring a harmonious relationship between the Foundation and the School;
- Lead the Board of Management so that it develops a clear strategic direction with appropriate priorities;
- Take responsibility for compliance with applicable law and regulation;
- Build Trustee succession and ensure that new Trustees are successfully inducted;
- Ensure that a Trustees' skills audit is repeated no less frequently than every three years;
- Ensure that the Foundation operates, to the extent possible, in line with the Charity Governance Code;
- Hold annual meetings with each Trustee to discuss their effectiveness, both as board members and with other members of staff and generally to act as pater familias to other Trustees;
- Address any conflict among Trustees if and to the extent they arise.

# The Treasurer

## KEY RESPONSIBILITIES

The Treasurer will be a qualified chartered accountant, and serve as steward of the Foundation's assets. They will take prime responsibility for:

- Being the non-executive contact with the Foundation's auditors, settling the terms of the management letter, representation letter, audit report and accounts;
- Non-executive responsibility for the finance function of the Foundation;
- Non-executive responsibility for the Foundation's budgets/cash flow/financial covenant compliance;
- Checking on an ad hoc basis whether the application of funds as between the School and the Foundation is appropriate, particularly in the cases of employees with joint contracts;
- Assisting Bursar with major financial commitments such as loans, project arrangements, catering etc;
- Monitoring performance of investment portfolio;
- Monitoring bursary expenditure having regard to investment portfolio income;
- Assisting in procuring sources of funding for the Foundation;
- Sit on each of the following committees:
  - Finance and General Purposes
  - Bursary
  - Staff Matters
  - Remuneration
  - Investment
- Taking the lead on finance matters at meetings of the Board of Management, presenting annual accounts, management accounts, budgets and cash flow forecasts as and when appropriate;
- Mentoring Bursar / Finance function on finance matters;
- Educating teaching staff on the role of the Foundation and its financial implications for the School.

# Additional Trustees

One or more additional trustees are also sought. Of particular interest would be a chartered surveyor, who could bring their expertise to the maintenance and development of the site.



# Person Specification

The successful candidate will be a dynamic and communicative leader, capable of winning trust, and will bring the following:

- A commitment to education, and in particular an ability to articulate the value of boarding education;
- A passion for and understanding of the Royal Alexandra and Albert educational and pastoral philosophy and ethos;
- Excellent communication skills and the ability to foster a collaborative approach across a Board of active and engaged Trustees;
- Strong leadership and Board experience. In the case of the Chair, this will be someone with experience chairing committees or a full Board;
- An awareness of the political and economic pressures facing the education sector;
- An ability to work with a range of volunteers, striking the right balance between providing direction and seeking consensus;
- A calm, balanced, fair-minded persona with excellent judgment and unquestionable integrity.

Candidates will be able to demonstrate:

- Experience of developing and setting strategy; strategic management;
- The ability to prioritise and sequence change over time while formulating and monitoring medium-term strategic plans;
- Commercial acumen and experience;
- Experience of a range of management disciplines, which could include one or more of the following: strategic planning, legal and HR issues, marketing, coaching or mentoring, or financial planning;
- Attention to detail with excellent interpersonal skills and the ability to build relationships;
- The ability to evaluate risks with a balanced and informed approach;
- Knowledge of safeguarding and/or statutory compliance requirements;
- Knowledge of charity law and good governance.



# Terms of appointment

The term of appointment is initially for three years. No Trustee may serve more than three consecutive terms of appointment.

The time commitment expected for the new Chair is around two days per week. The other roles are not expected to take up more than three days per month. The Board of Management meets four times per year. The Finance and General Purposes Committee currently meet six times per year. Apart from the Investment Committee which meets twice per year other committees normally meet once per term.

The roles are unremunerated and there is an expectation that expenses will not be claimed.

## How to apply

Saxton Bampfylde Ltd is acting as an employment agency adviser to the **Royal Alexandra and Albert School** on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **LBKKA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Friday 3<sup>rd</sup> November 2023**.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

### **KCSIE online checks**

In line with the latest KCSIE guidance, Saxton Bampfylde will conduct a search of online records that are publicly available on shortlisted candidates. These checks are used only to meet the intended purpose of the KCSIE's recommendation in relation to whether an applicant is suitable to work with children and young people. All data will be held in line with data protection regulations.

### **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

