

# Governor

## Candidate information



FOUNDED 1879

HALLFIELD  
SCHOOL

## Welcome

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity at Hallfield School. We hope that this information pack gives you a flavour of our school, the role and our community.

We hope to welcome you one day to see first-hand the energy Hallfield pupils and staff bestow as they go about their daily routines and adventures in our Happy, Inspiring and Purposeful school.

Founded in 1879, the School has evolved continuously over its first 140 years and is now the only prep school in Birmingham providing a co-ed education for children aged 3 months to 13 years. Despite the many economic challenges and uncertainty over Covid, pupil numbers have grown in recent years. With 560 pupils now on roll, Hallfield has never been busier, making this a very exciting time to join our Senior Leadership Team as we pursue some ambitious plans to prepare Hallfield for its next 140 years.

The Board of Governors of Hallfield School is seeking to appoint a Governor with extensive experience within the fields of Risk, Safeguarding, Property & Estates Development, Business development, Fundraising and Marketing, Communications or Public Relations.

This is a voluntary position with an expected term length of at least four years with a maximum of twelve.

The appointee will support the school's leadership and Governors in strategic, forward planning and all matters within their specific skill area.

Post-holders will be responsible, together with their fellow governors, for the overall governance of the charity, monitoring performance and securing compliance with statutory requirements, and for the development of the school's aims and objectives.

Thank you in advance for considering an application for this very special role.

**Guy Ralphs**  
**Chair of the Board of Governors**





FOUNDED 1879

## HALLFIELD SCHOOL

---



**560 PUPILS**  
**125 STAFF**



**EDUCATING PUPILS FROM 3  
MONTHS TO 13 YEARS**



**92% SUCCESS RATE FOR STATE  
GRAMMAR SCHOOLS**



**22 ACRE CAMPUS**



**95% SUCCESS RATE FOR  
INDEPENDENT SCHOOLS**



**OVER 50% OF OUR  
COHORT ACHIEVED ONE  
OR MORE SCHOLARSHIPS**



# HALLFIELD SCHOOL

## About the School

Hallfield School has offered an exceptional education to its pupils since 1879. Our continued success is in our ability to adapt to the ever-changing world we live in. Known originally as Edgbaston Preparatory School, or EPS, Hallfield has evolved from an all-boys school with boarding to being the only co-ed, prep school, in the Midlands educating pupils from 3 months to 13 years. With an excellent academic reputation and having grown in recent years to 560 pupils on roll and 125 staff, Hallfield is one of the leading prep schools in the Midlands and possibly the country.

In the past year, 92% of children were successful in gaining places at the highly selective King Edward VI Foundation Grammar and local grammar schools. The School's ethos: 'Happy | Inspiring | Purposeful', reinforces the emphasis on academic progress and success within a framework of a happy community and a secure educational environment. Hallfield was inspected in May 2023. Our nursery setting was judged as Outstanding in every area. The whole school was judged as fully compliant with every regulation, including those relating to health and safety. The school does not judge simply on academic results and has always nurtured a strong 'hidden curriculum', which cannot be measured by league tables - where courtesy, manners, self-discipline, and respect are valued and reinforced.

It is this strong hidden curriculum that underpins everything that takes place at the School: 'happy children are successful children'.

The School has undergone a considerable transformation over the past six years, since the current Head Master joined the School, leading "Hallfield Futures" (the School's current five-year strategic vision) into fruition, despite the challenges of the Pandemic. Hallfield has a fantastic reputation for delivering excellence in education and great success in terms of placing pupils. It is an exciting time to be joining, with the School in rude health in terms of financial stability and pupil numbers. The School already has excellent facilities in place, but it will be heavily investing to develop the site further, particularly in terms of STEM and a performing arts centre.

Nestled in a 22-acre oasis with extensive grounds and facilities, Hallfield is just over a mile from Birmingham city centre. Our diverse community is founded on Christian principles. Tolerance, respect, humility and generosity of spirit are interwoven into the curriculum and every aspect of our school. Our children are bright, engaged and proud to be Hallfieldians.





# HALLFIELD SCHOOL

## The Role of the Governor

The Governors (as charity Trustees) are collectively responsible for the overall governance and strategic direction of Hallfield School and for developing the organisation's aims, objectives and goals in accordance with legal and regulatory guidelines. They provide oversight of the charity's activities. Specific duties include:

### Purpose of the Role

- Ensuring that Hallfield School complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Actively contributing to the Board's role in giving strategic direction to Hallfield School, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguarding the good name and values of Hallfield School.
- Ensuring the effective and efficient administration of Hallfield school.
- Ensuring the financial stability of Hallfield School.





## HALLFIELD SCHOOL

---

# Responsibilities and Expectations

## Governance

- Preparing for and attending approximately 4 meetings of the Board each year - these are either held at Hallfield School or via a video conferencing platform.
- Being a member of, and participating in, one or more of the subcommittees - this will include a mixture of face-to-face meetings, virtual conferencing and visits outside of the meetings. Governors are expected to prepare for meetings in advance.
- Attending the annual strategic planning day
- Ad hoc assistance as required.

This is a voluntary role. Travel and subsistence costs reasonably incurred as a result of being a Governor will be reimbursed consistent with our expense policy. As a charity we seek to keep our costs to a minimum.

## Safeguarding

The role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people. As such, the expectations of conduct, required of all adults working at Hallfield School, apply to this position. As does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the school is that of ensuring the effective safeguarding of all children and young people, through adherence to the school's policies; full-training will be given.

Applicants must undergo child protection screening, including checks with past employers and an enhanced DBS check. Hallfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



FOUNDED 1879

## HALLFIELD SCHOOL

# Post Specification

The information in the Appendices sets out the main aspects that potential applicants need to consider prior to application. The detail within these areas will also form the basis of the recruitment and selection process.

**Person Specification:** This sets out the competences knowledge and experience required of all Governors as well as those that we are seeking on this occasion. The person specification will form the criteria against which selection decisions are made.

**Job Description:** This sets out the main duties and responsibilities of being a Governor

**Code of Conduct:** All Governors are expected to act consistently with the Code of Conduct

# Essential Skills

## Commitment

- Ability to understand and accept the duties and liabilities of being a School Governor.
- Empathy with the vision, mission, values and aims of Hallfield School.
- Willingness to devote the necessary time and effort including participating in other tasks as they arise from time to time (e.g. interviewing new staff, attending Board and other meetings), keeping informed about the activities of the organisation and wider issues.
- Ability to keep mission-focused.
- Ability to analyse and evaluate management information and other evidence.
- Willingness to listen and learn.

## Focus

- Ability to think and apply knowledge strategically.
- Ability to think creatively.





# HALLFIELD SCHOOL

## Essential Skills

### Communication and team working

- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to influence and engage.
- An ability to work effectively as a member of a team to form an effective governing body for the organisation.
- Willing to express their own opinion in a reasoned way, while also listening to the views of others.
- Ability to challenge constructively and ask questions appropriately
- Willingness to be available to staff for advice and enquiries on an adhoc basis.



### Accountability

- Willing to apply Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to exercise sound and independent judgement.
- Willingness to make and stand by collective decisions, including those which may be unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality on confidential and/or sensitive information.
- Commitment to Hallfield School and our mission, vision and values, aims and objectives.





FOUNDED 1879

## HALLFIELD SCHOOL

---

### Desirable Skills

The knowledge, skills and experience in the list below are relevant to Hallfield School's main areas of activity. Hallfield School is looking for Governors who have the knowledge and understanding to maintain an oversight of these activities at a strategic level in a complex charity, and who can contribute well informed views, constructive challenge and a commitment to best practice. Governors would normally expect each Governor to be able to do this in at least one of the areas below. A Governor's ability to contribute in this way will often, but not always, draw on professional and/or practitioner experience at a senior level.

#### **Management**

- Strategic leadership and management.
- Trusteeship/Governorship in a similar size or larger organisation, together with implementation of best practice in UK and/or international corporate governance.

#### **Specialist expertise**

The specific areas of expertise relevant to Hallfield School are as follows:

- Risk
- Safeguarding
- Property & Estates Development
- Business Development
- Fundraising
- Marketing, Communications or Public Relations

The knowledge and experience set out above is that sought across all of the members of the Board. No one person is likely to have knowledge and experience in each of these areas. Our aim is to ensure that overall the Governing Board has access to a wide spectrum of knowledge, skills and experience.

When selecting new members for the Board, we will be looking to ensure that we gain the appropriate balance of knowledge and experience in current and new Governors. We will be looking for each Governor to be able to offer knowledge and experience in at least one of the areas.

We do not expect lay Governors to have a detailed knowledge of Education when they apply, but would expect them to develop in this area on appointment.



## HALLFIELD SCHOOL

# Experience and Qualifications

Trustees must:

- Live in the UK
- Be over the age of 18
- Sign a written declaration acknowledging their responsibilities as a Trustee of Hallfield School and support of the objects of the Charity.

Some people are disqualified by law from acting as a charity Trustee. This includes anyone who:

- Has an unspent conviction for an offence involving dishonesty or deception.
- Is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary agreement (IVA) with creditors.
- Is disqualified from being a company director.
- Has previously been removed as a Governor/Trustee by either the Charity Commission or the High Court due to misconduct or mismanagement.

### **Our commitment to Equality and diversity**

To fulfil our commitment to promote equality and value diversity we seek to ensure that our Board is, as far as possible, representative of society in general. We aim to remove any barriers that could stop someone from being a Governor who has the skills, knowledge and experience to do so. We will do this, for example by:



- Keeping board papers (particularly financial information) short and easy to understand
- Translating documents or providing accessible formats
- Facilitating meetings via video or teleconferencing as appropriate
- Paying trustees reasonably incurred expenses to cover any costs they incur when attending meetings
- Holding meetings at venues that are accessible for people with disabilities when required
- Having meetings at times that do not exclude people who are working or have caring responsibilities
- Giving everyone a chance to contribute



## HALLFIELD SCHOOL

---

### Application Process

- Further information about the school and the role can be found on the school's website or by contacting the HR Department via [hr@hallfieldschool.co.uk](mailto:hr@hallfieldschool.co.uk) or 0121 454 1496.
- Candidates interested in applying are encouraged to contact the HR department to arrange a tour of the school.
- Completed application forms should be sent, together with a CV and cover letter to Bhavesh Patel, Clerk to the Governors via [BPatel@hallfieldschool.co.uk](mailto:BPatel@hallfieldschool.co.uk). Early applications are encouraged.

**Closing date for applications is 10:00am Friday 6th September 2024.**

### Safeguarding Statement

*Hallfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All posts are subject to satisfactory references which might be requested prior to an interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or “bind overs”, including any that would otherwise be considered “spent” under the Act must be disclosed, and will be taken into account in deciding whether to make an appointment.*



## HALLFIELD SCHOOL

---

### Appendix 1: Governor Duties Under Charity Law

Under charity law, Hallfield School Governors have the ultimate responsibility for directing the affairs of Hallfield School and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up. In law, Trustees of Hallfield School have three particular duties – compliance, care and prudence, which are set out below using the wording given by the Charity Commission.

**Duty of compliance** – Governors must:

- Ensure that Hallfield School complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- Ensure that Hallfield School does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation (e.g. the Companies Act, the Equality Act) and other regulators which govern the activities of Hallfield School.
- Act with integrity and avoid any personal conflicts of interest or misuse of Hallfield School funds or assets.

**Duty of care** – Governors must:

- Use reasonable care and skill in their work as Governors, using their personal skills and experience as needed to ensure that Hallfield School is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to Hallfield School, or where the Governors may be in breach of their duties.

**Duty of prudence** – Governors must:

- Ensure that Hallfield School is, and will remain, solvent.
- Use Hallfield School funds and assets reasonably, and only in furtherance of Hallfield School objects.
- Avoid undertaking activities that might place Hallfield School's endowment, funds, assets or reputation at undue risk.
- Take special care when investing Hallfield School's funds or borrowing funds for Hallfield School to use.



## HALLFIELD SCHOOL

---

# Appendix 2: Specific Duties of Governors of Hallfield School

### **Strategic Direction**

Governors must ensure that Hallfield School has a clear vision, mission, strategic direction and is focused on achieving these. Governors must work in partnership with the Head Master and other senior staff to ensure that:

- Hallfield School has a clear vision, mission, set of values and strategy, and that there is a common understanding of these by Governors, staff and volunteers.
- Operational plans and budgets and any fundraising strategy support the vision, mission and strategy.
- The views of users are regularly sought and considered, and that efforts are made to identify possible future users.
- There is regular review of the external environment for changes that might affect Hallfield School e.g. using an environmental, political, financial, competitive, partnership, alliances analysis.
- There is regular review of the need for Hallfield School and for the services it provides or could provide, and regular review of strategic plans and priorities.

### **Performance Management**

Governors are responsible for the performance of Hallfield School, for its impact upon stakeholders and for its corporate behaviour:

- To ensure that Hallfield School measures its impact and progress towards its strategic objectives and to regularly consider reports on Hallfield's School performance.
- To ensure that there are policies to direct.
- To ensure that there are quality and service standards for major areas of delivery and that these are met.
- To ensure that Hallfield School's values are understood and put into practice, by Trustees, staff and volunteers.
- To ensure that there are complaint systems in place, for users and supporters.
- To ensure that there are processes for Governors, staff and volunteers to report activity which might compromise the effectiveness of Hallfield School.
- To ensure that the Headteacher receives constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer- term objectives.
- To ensure that Hallfield School has effective employment policies and processes in place, to recruit, train and develop staff and volunteers.



# HALLFIELD SCHOOL

---

## Appendix 2 (Continued)

### **Compliance**

Governors must ensure that Hallfield School complies with all legal and regulatory requirements:

- To ensure with professional advice as appropriate, that Hallfield School complies with all constitutional, legal, regulatory and statutory requirements.
- To understand and comply with the constitution and rules that govern Hallfield School, and to review the constitution regularly (at least every three years) to ensure it is fit for purpose.

### **Prudent management of assets**

Governors must be stewards of Hallfield School's assets, both tangible and intangible, taking care over their security, and how they are used:

- To ensure Hallfield's financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded.
- To act reasonably and prudently in all matters relating to Hallfield School and always in the interests of Hallfield School.
- To ensure that Governors take professional advice when needed, and record the advice received.
- To ensure that if a fundraising strategy is in place it is effective.
- To be accountable for the solvency of Hallfield School.
- To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, as Hallfield School brand and reputation is recognised, used, and safeguarded.
- To review the condition and use of the properties and/or land owned by Hallfield School.
- To ensure that the major risks to Hallfield School are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.



## HALLFIELD SCHOOL

---

### Appendix 2 (Continued)

#### **Good governance**

Governors must ensure that Hallfield School governance is of the highest possible standard:

- To ensure that Hallfield School has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its users.
- To ensure that Board decisions are recorded in writing by means of minutes.
- To ensure that the Board's delegated authority is recorded by terms of reference for Board Committees, job descriptions for Committee members, Governors and key staff, and that reporting procedures back to the Board are recorded in writing and complied with.
- To ensure that the responsibilities delegated to the Headteacher are clearly expressed and understood, and directions given to him/her come from the Board as a whole.
- To ensure the Board regularly reviews Hallfield's governance structure and its own performance to an agreed programme.
- To ensure that major decisions and policies are made by the Governors acting collectively. In consultation with the Headteacher, to ensure that the Board has the skills it requires to govern Hallfield School well, and that the Board has access to, and considers, relevant external professional advice and expertise.
- To ensure that there is a systematic, open and fair procedure for recruitment of Governors and of the Headteacher.
- To ensure that all members of the Board receive appropriate induction on their appointment and that they continue to receive appropriate advice, information and training (both individual and collective).
- To ensure that Governors have a code of conduct and comply with it, and that there are mechanisms for the removal of Governors who do not abide by the Trustee code of conduct.
- Being an Hallfield School Governor carries with it responsibilities. In order that the Board, staff, parents and other stakeholders may have confidence in the effectiveness of the Board, Trustees must agree to act in the way set out below.



## HALLFIELD SCHOOL

---

# Appendix 3: The Code of Conduct of a Governor

### **Values**

- I will act in accordance with, and promote, Hallfield School values
- I will act in accordance with the Nolan principles of good conduct in public office, which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### **Law, mission, constitution and policies**

- I will not break the law or breach charity or other relevant regulations
- I will support Hallfield School vision and mission and consider myself its guardian
- I will comply with Hallfield School constitution
- I will comply with Hallfield School organisational policies

### **Duties and responsibilities**

- I will undertake my legal duties of compliance, prudence and care as a charity Trustee
- I will act always in the best interests of Hallfield School
- I will undertake all my responsibilities set out in the Hallfield School Governing Board terms of reference and the Hallfield School Governor, Officer role description.
- I will hold myself accountable to Hallfield School stakeholders for the performance of the Governing Board and of Hallfield School.
- I will seek professional advice when necessary, in order to make decisions in the best interests of Hallfield School

### **Keeping up to date with Hallfield School activities**

- I will do my best to keep myself informed about Hallfield School activities through its website, publications and other resources
- I will take an interest in Hallfield School public image, and the environment in which the charity operates, noting media coverage about the charity, about similar organisations or about important issues for the organisation.

### **Conflict of interest**

- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises
- I will accept the judgment of the Governing Board and do as it requires regarding potential conflicts of interest



## HALLFIELD SCHOOL

---

### Appendix 3 (Continued)

#### **Person to Person**

- I will strive to establish constructive and courteous relationships with everyone I come into contact within my role as Governor

#### **Protecting Hallfield School reputation**

- I will comply with Hallfield School Social Media Policy when I am speaking as a Governor of Hallfield School, my comments will reflect current Hallfield School policies even when these do not agree with my personal views
- When speaking as a private citizen I will uphold the reputation of Hallfield School and of those who work in it
- I will respect Hallfield School, Governing Board and individual confidentiality

#### **Personal gain**

- I will not personally gain materially or financially from my role as Governor, nor will I permit others to do so as a result of my actions or inaction.
- I will not put myself under any financial or other obligation to others, which might influence me in undertaking my responsibilities as a Governor of Hallfield School.
- I will document expenses and seek timely reimbursement according to the Hallfield School

#### **Trustee Board meetings**

- I will attend most Governing Board, Sub Committee meetings and strategy meetings each year (at least 75% of meetings), giving apologies ahead of time to the Chair if I am unable to attend
- I will study the agenda and reports sent to me prior to the meeting in order to be prepared to contribute to discussion
- I will respect the role of the Chair as meeting leader
- I will contribute constructively to debate and decision making, maintaining a respectful attitude toward the opinions of others while making my voice heard
- I will accept the Governing Board's decision (by vote or consensus) on an issue as decisive and final, and will support the decision in my dealings with stakeholders
- I will maintain confidentiality about what is discussed and decided by the Governing Board, unless authorised by the Chair or Governing Board to speak of it
-



## HALLFIELD SCHOOL

---

### Appendix 3 (Continued)

#### **Enhancing governance**

- I will give leadership and strategic direction to Hallfield School
- I will comply with the Board of Governors governance procedures and practice
- I will continually seek ways to improve Board governance
- I will identify people who may be suitable as Governors
- I will ensure that there is a fair and open Governor selection process and that Governors are appointed on merit, in relation to the needs of the whole Governing Board
- I will participate in induction, training and development activities for Governors
- I will support the Chair in his/her efforts to improve his/her leadership skills
- I will support the Headteacher in his/her role, and with my fellow Governing Board members, seek development opportunities for him/her
- I and my fellow Governors will give clear direction to the Headteacher, from the Governing Board as a whole

#### **Relationships with Staff**

- I will understand and respect the different roles of Governor, Headteacher and executive/secretariat
- I will understand and respect the authority delegated to the Headteacher, and I will allow him or her to use this to the full
- I will act fairly and in accordance with equality principles and employment law and good practice, in the selection, appointment, development, remuneration and appraisal of the Headteacher and staff
- I will try to develop effective and mutually supportive relationships with the Headteacher and the executive/secretariat, which benefit Hallfield School

#### **Leaving the Board of Governors**

- Should I find myself in a position where I am disqualified from serving as a Governor of Hallfield school, I will resign as a Governor immediately
- Should I resign from the Governor Board I will inform the Chair in advance in writing, stating my reasons for resigning.
- Additionally, I will participate in an exit interview.
- I understand that a substantial breach of any part of this code may result in my removal from the Governing Board