



## Governance and Management of the School

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**2011-12**

*This policy applies to Early Years Foundation Stage, Junior School and Senior School.*

Hollygirt School is a non-profit making Educational Trust for girls between the ages of 3 and 16 years. The school is in membership of the Association of Governing Bodies of Independent Schools, and the Headmistress is a member of the Girls' School Association, the Independent Schools Association and the ASCL. The school is accredited by the Independent Schools Joint Council.

The Trust is managed by a Board of Trustees under the direction of a Chairman. The Trust Deed states there must be not less than three Trustees, but in practice the number is usually 8 to 10. The Board endeavours to appoint Trustees with a range of skills and experiences which are of use in the management of the school, e.g. a solicitor, a school master/mistress, surveyor, accountant, a judge, a financial adviser, a clergyman, university lecturer, someone with skills in business and in marketing. The Clerk to the Trustees prepares agendas and minutes of meetings. The current Clerk to the Trustees is the school Bursar.

There is a full meeting of Trustees at least once a term. In addition, some Trustees serve on one of two Committees – the Academic and Finance Committees. These Committees usually meet once a term. Working groups are formed as required for a specific purpose.

The Headmistress is not a Trustee but attends all Committee Meetings.

The Trustees delegate the management of the school to the Headmistress. She is expected to keep the Trustees fully informed on all matters relating to the school and including any change of policy. The Headmistress works closely with the Deputy Head and the Head of Juniors, who constitute the Senior Management Team together with the Bursar. They meet once a week. There is a full Staff Meeting on the day before each term begins followed by Senior and Junior Staff Meetings. Other meetings take place when needed. (Usually after the half term break).

The Heads of Department sit on the Curriculum Committee chaired by the Deputy Head. The Pastoral Committee (composed of Senior School Form Tutors) is chaired by the Deputy Head. Pastoral issues in the Senior School are supervised by the Deputy Head. The Head of Careers organises careers education in school.

In addition to Staff Meetings, Junior Curriculum Meetings are held at regular intervals to discuss curricular matters.

The Bursar / Assistant Bursar has responsibility for the day to day finances of the school, including domestic staff wages. The school budgets, accounts and staff salaries are processed by the accountants, Hobsons.

The office is staffed by the Headmistress' Secretary and Registrar and the part time School Secretary. There are also two part-time Receptionists.

*Updated July 2008*

*Updated July 2010*