

TRUSTEE ROLE DESCRIPTION

THE GOVERNORS OF HUTCHESONS' EDUCATIONAL TRUST



BACKGROUND

Brothers George and Thomas Hutcheson were prominent men in the legal, financial and civic life of Glasgow in the 17th century. Shortly before his death in 1639 George Hutcheson made bequests for the foundation of Hutchesons' Hospital and drafted a settlement for a School. Thomas Hutcheson carried out the intentions of his brother and made further specific bequests and practical provisions for the School. History records that, six months before his death, Thomas laid the foundation stone of Hutchesons' Hospital and School on 19th March 1641. The first pupil attended the new School in 1643.

From its very creation, Hutchesons' Grammar School has been an important part of the history and social fabric of Glasgow, and its many incarnations have run parallel to the development and growth of the vibrant city it calls home.

The School has kept pace with the city, from its charitable beginnings as a humble school for young boys in the town centre; to the rise of individual elementary secondary schools for boys and then later girls, and finally to the amalgamation of both schools on the site of the Boys Grammar over 1975-76. Hutchesons' continues to evolve and expand and is now firmly established as one of the largest and most successful independent schools in Scotland.

CORE AIMS AND VALUES

An academic institution like Hutchesons', continuously adapting and improving for nearly four centuries, develops a natural, positive tradition and sense of ethos, carried forward by each individual connected to the school. Every adult, child, pupil, teacher and staff member takes on something of the spirit of Hutchesons' and the school in turn benefits from their individual experiences and interests.

Historically there has been a desire to record and recognise this process in a more tangible form. In 1957, John Hutchison (then Rector) published his "Six Aims of Our Education" which were also displayed on the walls of every classroom at the time.

- To seek for truth, through research and clear and honest thinking.
- To appreciate beauty, in nature and in art in all its forms.
- To develop a strong, healthy body controlled by a clean, healthy mind.
- To respect differences, where they be differences in age, economic levels, educational levels, nationality, creed or colour.
- To consider our fellows, and to use our talents, skills and knowledge to serve others as well as self.
- To know the will of God, and to do it.

	<p>Core values</p> <p>Although aware of the difficulty of summarising a complex educational process and richness of a child's experiences at Hutchesons' into a few words, former Rector, Dr Ken Greig, introduced six very relevant core values in 2009.</p> <ul style="list-style-type: none"> • Honesty • Resilience • Independence • Curiosity • Creativity • Compassion <p>These six simple words underpin the academic and co-curricular activities of the modern school and can also be seen to reflect the aims and ambitions of John Hutchison in 1957 and Hutchesonians throughout the decades.</p> <p>"It is surely a good aspiration to represent a community which aims to be honest in its dealings with people, resilient in the face of difficulties, independent of spirit, curious and keen to explore new ideas, creative in how it makes things happen and always compassionate to others. Our values are a touchstone, to which all future decisions can be referenced." Mr. Colin Gambles, Current Rector</p> <p>Further information on the school can be found at our website www.hutchesons.org</p>
<p>WHAT IS REQUIRED OF TRUSTEES?</p>	<p>The Governors of Hutchesons' Educational Trust (GoHET) is a Scottish charity registered with the Office of the Scottish Charity Regulator (Charity no. = SC002922). GoHET oversees and guides Hutchesons' Grammar School.</p> <p>Trustees are expected to attend an annual Board Strategy day, five Board meetings per annum and will be allocated to at least one of the committees that meet four times per year. Meetings commence at 8.30am and will typically last around 1 -2 hours. It is not a requirement that Trustees live in or in the immediate vicinity of Glasgow. Trustees can and do make extremely valuable contributions remotely via the conferencing and meetings technology that we have all become familiar with over the past two years. For effective conduct of the business of our Charity, there are eight committees of Governors:</p> <ul style="list-style-type: none"> • Development and Marketing Committee • Education Committee • Finance Committee • Financial Assistance Committee • Human Resources Committee • Property Committee • Nominations Committee • Remuneration Committee <p>These are augmented at different times to support specific initiatives and challenges. Trustees display the integrity, vision and enthusiasm needed to advance the School's objectives. A useful guide for charity Trustees is published by OSCR, the Scottish Charity Regulator: https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees Please ensure you read this before submitting your application.</p>

	<p>On becoming a Trustee, you will be given a full induction covering all aspects of the operations of GoHET and Hutchesons' Grammar School.</p> <p>This is a voluntary role. Given the occasional contact with school pupils, it is a requirement of the role that, if you are not already, you become a member of the Protecting Vulnerable Groups Scheme, which is administered by Disclosure Scotland.</p> <p>The term of office is four years, with an option to seek election for one further term.</p>
ROLE DESCRIPTION	<p>GoHET is responsible for the overall governance and strategic direction of Hutchesons' Grammar School. It develops the School's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> • To determine the overall direction and development of the school through good governance and clear strategic planning. • To ensure that the School and its representatives function within the legal and regulatory framework of the sector and in line with the school's governing document, continually striving for best practice in governance. • To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the School. • To be eligible for service as a trustee in line with the Charities and Trustee Investment (Scotland) Act 2005 (a declaration forms part of the application form). • To maintain absolute confidentiality about all sensitive/ confidential information received in the course of Governors' responsibilities to the School. • To analyse information, and when necessary, challenge constructively • To cultivate an ethos of teamwork, respect, duty, selflessness, openness, personal integrity, objectivity, open-mindedness and fair judgement. <p>Main Duties</p> <ul style="list-style-type: none"> • Ensuring the School complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein. • Acting in the best interest of the School, beneficiaries and future beneficiaries at all times. • Promoting and developing the School in order for it to grow and maintain its relevance to society. • Maintaining sound financial management of the School's resources, ensuring expenditure is in line with its objectives, and investment activities meet accepted standards and policies. • Interviewing, appointing and monitoring the work and activities of the Senior Leadership Team. • Ensuring the effective and efficient administration of the School and its resources, striving for best practice in good governance. • Acting as a counter signatory where a cheque or application for funds is outside the delegated limits to Senior Managers. • To maintain absolute confidentiality as above and to accord with the Conflicts of Interest Policy.

<p>KNOWLEDGE, SKILLS AND QUALITIES</p>	<p>At this time, we're particularly keen to welcome new Trustees who can share skills and experience in one or more areas, including:</p> <ul style="list-style-type: none"> • Digital Marketing • Human Resources • Medicine/Dental • Property Management • Project Management • Third Sector/Charity • Religious/Cultural (Hutchesons' pupils come from a wide variety of religious/cultural backgrounds. We are always keen to ensure the Board reflects those wonderfully diverse backgrounds of our pupils and their families).
<p>APPLICATION</p>	<p>The School is always interested in hearing from individuals who would like to join its Board of Governors. If you think you have the skill set to contribute to the success of Hutchesons' Grammar School and GoHET please complete this Application Form</p>
<p>WHAT WILL BE THE BENEFIT TO YOU?</p>	<p>Current Trustees reflecting on their experience have noted:</p> <p><i>".....I have really enjoyed being part of projects and decisions which will deliver real, long term benefits to current and future pupils and so being able share in building a successful future for the school....."</i></p> <p><i>"....It's for the children- to help give them the best possible start in life."</i></p> <p><i>".....(it's) a tremendous opportunity to work with a variety of people who bring their own expertise together for the good of the school and especially the pupils who are a joy to work with..."</i></p> <p><i>"(It provides) the opportunity of working alongside colleagues committed to and modelling excellence in pastoral support alongside excellence in academic achievement...."</i></p> <p><i>".....has given me an insight not just to the internal running of the school, but most importantly to be part of a collegiate Board with fellow Trustees who are positive and pull together in the same direction for the good of the charity...."</i></p> <p><i>".....it has been frustrating, eye-opening and rewarding in equal amounts. It has given me added respect for the senior leadership team and staff (both teaching and support)...has given me an insight to a non-private sector organisation and the processes & challenges facing the management team and 'non-exec' team in delivering the day to day services and future strategic plans..... and the interaction with the other board members has been extremely positive..."</i></p>