



St Leonards
St Andrews, Fife

Recruitment for Board of Governors

INFORMATION PACK



Recruitment for Board of Governors

St Leonards School is looking for Governors to join the School Board.

We are proud to have a warm, welcoming, inclusive and diverse community at our school, situated in the heart of St Andrews. St Leonards is a leading International Baccalaureate (IB) World School for boarding and day pupils aged 5-18, with the highest of academic ambitions. Providing an outstanding education for 600 pupils from ages five to 18, it is one of a select number of schools from around the world to offer all four IB curriculum programmes.

Founded in 1877, St Leonards boasts a stunning 25-acre beach-side location. The school is a staple part of the vibrant and beautiful town, and shares this wonderful location - the Home of Golf - with one of the world's finest universities.

St Leonards is looking for Governors to join the School Board. The role involves using your unique skills to support senior leaders, constructively challenging current processes, and helping to develop strategy, and importantly, overseeing school finances. As well as putting your personal knowledge and expertise to good use, you'll have the opportunity to further develop your professional skills.

Ultimately, you will be supporting the continued growth and development of the School whilst facilitating the delivery of a broad and exciting curriculum, together with wellbeing and inclusion initiatives. Governance represents a fantastic opportunity to develop yourself whilst making a real impact on the education of children and young people.

The Board of Governors works collaboratively with the Head of School and other members of the Executive Team, attending full Board meetings three times a year plus several other events or meetings. Many Board Members also sit on a Committee linked to their area(s) of expertise or interest such as education, finance, legal, commercial etc. These positions are fundamental to the continued success and development of St Leonards School.

Statutory Duties

- To ensure that the organisation complies with rules and regulations as set out by OSCR, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To ensure the organisation uses its resources exclusively in pursuance of its core objectives.
- To contribute actively to the board of Governors' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the Head of School and monitor his/her performance.

Other Governor Responsibilities

In addition to the above statutory duties, each Governor should use any specific skills knowledge or experience they acquired to help St Leonards Board of Governors reach sound decisions and ensure the organisation fulfils its objects. This will involve:

- Attending Board and other meetings as appropriate.
- Participating in one or more Board subgroups as required.
- Scrutinising board papers and other communications.
- Leading discussions and providing guidance on new initiatives, particularly in areas where the Governor has specific skills, knowledge or expertise.
- Abiding by St Leonards policies and procedures including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies, ensuring these are effectively implemented.
- Participate in activities to promote the School to our stakeholders, funders and the wider public.
- Contributing on other issues or areas of special expertise.

Governor/Co-opted Governor Role Description

Person Specification and Requirements for this role:

- A commitment to the aims and values of St Leonards.
- An understanding of the issues and challenges within education, safeguarding and ability to provide the level of commitment required for this role.
- Experience of governance – desirable not essential.
- Ability to work as a team.
- Knowledge or experience in one or more of the following areas:
 - Finance
 - Education
 - Sales, Marketing
 - Commercial Business
 - Information Technology
 - Property Asset Management

If you are interested in applying and sharing your knowledge and expertise, please email your CV with a covering letter explaining why you are interested in the position, as well as the skills and experience you would bring to the Board.

If you have any questions or to submit your application, please email Kyle McDonald, Clerk to the Board of Governors, at k.mcdonald@stleonards-fife.org.

Further details about the School can be found at stleonards-fife.org.

DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 600 pupils from Year 1 to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, and most recently was named Independent School of the Year 2022 for International Student Experience.

The average IB Diploma points score in 2022 was 36, with over 80% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, *Ad Vitam*.





St Leonards

St Andrews, Fife

St Leonards School St Andrews, Fife, Scotland KY16 9QJ
Tel : 01334 472126 | recruitment@stleonards-fife.org | stleonards-fife.org