



EX CORDE VITA.

The King Alfred School Society

A Company having no share capital
and limited by guarantee

ABOUT COUNCIL



The King Alfred School, North End Road,
London NW11 7HY

BECOMING A COUNCIL MEMBER



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About Council

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NOTE FROM THE CHAIR OF THE GOVERNANCE COMMITTEE

Dear Parents,

If you want to become more closely involved in the school, there is no better way than joining Council, as the school's board of governors is called. You can do this by standing for election. Council members are elected each year at the KASS AGM by the members of the King Alfred School Society.

Council members come from all kinds of backgrounds and have many different skills. We are always looking for people who are interested in joining Council and the purpose of this letter is to describe what we do and encourage you to stand.

Each year, one third of Council members must retire. They may offer themselves for re-election and there are always vacancies to be filled.

If you have any questions about being a Council member, please e-mail one of us, using the addresses which are on the school's website at www.kingalfred.org.uk.

Sincerely

PHILIP WHALE
Chair of the Governance committee

ALL ABOUT COUNCIL

WHAT IS COUNCIL?

Council is the governing body of the King Alfred School Society. Its responsibilities are to ensure that the Society is governed effectively, has in place appropriate executive plans to meet its objectives, and appropriate risk management processes. Because the Society is a company and a charity, that runs a school, Council operates as a board of directors, a board of trustees, and as a school governing body. Council has the ultimate legal responsibility for our Society and the school. Its members are company directors, charity trustees, and also school governors with all the responsibilities that these three roles entail.

Council members all sign an agreed code of conduct designed to ensure confidentiality, impartiality and mutually respectful behaviour.

WHAT DOES COUNCIL DO?

Council seeks to ensure that the objectives of the Society are met. The objectives of the Society are set out in our Articles of Association. These are to:

1. Operate and develop schools based on the principles of the King Alfred School Society
2. Conduct research and develop ideas to improve the education delivered by King Alfred School Society schools
3. Make available the methods of the King Alfred School Society and influence the wider education debate

The principles of the Society by which schools are to be operated were set out in the preliminary prospectus and have been updated by Council from time to time.

They include:

1. Being based on rational, scientific thinking
2. Being co-educational and non-selective at entry
3. Encouraging parental involvement
4. Developing each individual's talents fully without resorting to the pressure of constant competitive testing through examinations
5. Creating a collaborative relationship between tutors and pupils

6. Preparing individuals for a fulfilled, socially responsible life beyond their time at school
7. Promoting education for its own sake

These principles should all be carried out in accordance with the values set out in the King Alfred School Society Framework. www.kingalfred.org.uk/king-alfred-school/king-alfred-philosophy/downloads/kass-framework.pdf

As a school governing body, Council is required to do three things in regard to the school. These are set out in the Education Act, and in further detail on the Department for Education and the National Governors Association websites.

They are:

1. Setting the school's vision, ethos and strategic direction
2. Holding the Headteacher to account for the educational performance of the school and its pupils
3. Overseeing the financial performance of the school

HOW DOES IT WORK?

Council operates through a series of committees, each of which covers a specific area of responsibility. Most committees involve invited members of the school's staff so that there is maximum transparency, and that Council has the advice and support of the school's leaders. Council meets once each half term as a full body to consider reports from the senior leadership team of the school and the various committees. Council meetings are also attended by staff representatives.

THE COMMITTEES ARE

STRATEGY

This committee takes overall responsibility for formulating the Society's strategy and developing the school's strategic direction, which is done in collaboration with the school's senior leadership team. From this the senior leadership team develop the annual school development plan, which is reviewed by the strategy group and approved by Council.

Current Chair is Ian Laming.

EDUCATION

This committee reviews the education programme of the school and evaluates the performance of the school in achieving its educational aims. It reports to Council on the performance of the senior leadership team in achieving the educational aims of the Society and the school enabling Council to hold the Head to account.

Current Chair is Sophie Ricard.

FINANCE

This committee receives and considers regular financial reports from the Bursary, considers budgets and alterations to budgets and reports to Council on them. A sub-group of Finance also benchmarks and reviews the pay and conditions of the senior leadership team. All this is reported to Council enabling it to oversee the financial performance of the school.

Current Chair is Sarah Phillips (Treasurer of the Society).

GOVERNANCE

This committee ensures that all governance matters are managed and reported to Council where appropriate. These include for example reviewing the policies of the school, ensuring that the articles of the Society remain current, supporting grievance procedures involving either parents or staff, supporting disciplinary processes if necessary, and maintaining and managing the Council members' code of conduct.

Current Chair is Philip Whale.

GROUNDS AND BUILDINGS

This committee maintains the 10 year site development plan, manages development projects such as the Fives Court Building from concept to delivery, makes recommendations on budgets and priorities to Council, and supports the school grounds and buildings team with their operational budgets and decisions.

Current Chair is Fiona Hackett.

KING ALFRED SCHOOL SOCIETY

This committee undertakes research into current progressive educational practice in collaboration with the senior leadership team, develops and manages the conferences, and reports to Council on the wider aims of the Society.

Current Chair is Kara Conti (President of the Society).

In addition there are a number of other groups that meet as required.

WHAT IS THE COMMITMENT?

Each term, we have two Council meetings (mostly held on Tuesday evenings but with two meetings on a Saturday morning), with the option for two other meetings in the academic year if necessary, and one inset day (held on a Saturday morning), which all Council members are expected to attend. In addition, committees meet either once or twice a term and each Council member is expected to be a member of at least one committee. Additionally, each Council member is expected to attend one external training session in each year. So yes, it requires a commitment; but we are all enthusiastic ambassadors of the school, and it is a rewarding role. If you asked any of us, we would all say that the more you put in, the more you get out of being a Council member.

Council members have a responsibility to keep themselves informed about the school, to attend school functions and to make themselves available to parents. A term of office normally lasts three years but members can stand for re-election if they wish.

WHAT SKILLS ARE REQUIRED?

Council needs members with particular areas of expertise including accountants, architects, business people, doctors, fundraisers, and educationalists.

However, these areas of expertise are not exclusive and do not preclude others joining Council provided you have an enthusiasm for the school, commitment to the Society's aims and values and a desire to contribute. We also need to plan for the succession of the holders of the main positions, such as the Chair of Council, the Treasurer and the Chairs of the Council committees.

INDUCTION

In accordance with regulations governing the Registration of Independent Schools, all newly elected Council members of the King Alfred School Society will be required to consent to an enhanced disclosure by the Disclosure and Barring Service. This is also a requirement of the Charity Commission.

The application will be undertaken by the school immediately after the election. It is also necessary for a new Council member to prove their entitlement to work in the UK, even on an unpaid basis. Successful candidates will only be able to take up their appointment once the checks have been completed, although they may be invited to attend Council meetings as observers.

Newly elected members of Council will have a meeting with the Chair, Director of Finance and Operations and Clerk to the Governors at which they will receive an outline of how the Council operates and an information pack. They will be asked to complete their application for enhanced DBS disclosure and other legal papers, if they have not done so already.

HOW DO I BECOME A MEMBER?

You can do this by standing for election at the KASS AGM. Council members are elected each year at the AGM by the members of the King Alfred School Society. The process involves completing a nomination paper and submitting it to the Director of Finance and Operations in advance of the election. Prospective Council members must be proposed and seconded by members of the Society. The nomination paper should include a short statement about yourself, your skills, and how you think you will contribute to Council. A recent photograph should be attached and you will need to sign the consent to serve as a Council member. This will be circulated to all members of the Society and posted on the school notice board.

After a prospective Council member has submitted a nomination form and before the commencement of the election, there will be an opportunity for an informal meeting with the Chair of Council (and/or the Chair of the Governance Committee) together with the Head so that the candidate can introduce themselves and discuss the role of Council. This will not be necessary for candidates who have already had appropriate discussions with the Chairs and/or Head about their candidacy prior to submitting their nomination form. Please feel free to contact the Chair of Council for this purpose if you are considering standing for Council.

If there are more nominations than available places to be filled on Council, then there is a contested election which is conducted by postal and/or electronic ballot. Voting forms will be distributed to all members of the Society, which forms are to be returned to the Bursary. Each member can vote for as many candidates as there are places. Votes are counted after the AGM, which is the last opportunity for members to vote. Candidates with the highest number of votes are elected.

CONFLICTS

Paid members of staff may be members of the Society but are expressly excluded from standing for Council. In addition, if the nominated person or a "Connected Person" in relation to the nominated person has entered into a contract for the supply of goods or services to the Society, or such a "Connected Person" is employed by the Society, that nominated person is only eligible to be elected if Council is satisfied that it is in the interests of the Society for that person to stand. Each nominated person must state in their nomination paper the full circumstances of any relevant "Connected Person" status or conflict.

"Connected Person" is a complex concept but includes members of family, companies, trustees and partners having a relevant connection to the nominated person. If in doubt, seek advice from the Bursary.

This year there are seven positions available on Council.

The deadline for nominations, to be returned to the Bursary, is **9.00 am on Friday, 12th January 2018**.

The AGM will be held on **Tuesday, 6th February 2018**

The results of the election will be announced no later than **Friday, 9th February 2018**.