



Governance and Management of the School

2019-20

Hollygirt School is a non-profit making Educational Trust for boys and girls aged 3 to 16 years. The school is in membership of the Association of Governing Bodies of Independent Schools and is a member of the Independent Schools Association and the Independent Schools' Bursars Association. The school is accredited by the Independent Schools Council.

Hollygirt School is a company limited by guarantee known as 'Hollygirt School' (No. 10784165). We are a registered educational charity (No. 1174296).

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 3 Trustees, but in practice the number is usually 6 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 Bursar.

There is a full meeting of Trustees at least once a term. In addition, Trustees serve on at least one of three committees: Finance and General Purposes, Curriculum, Pupils and Personnel and Marketing and PR. 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, the Head of Juniors and the Bursar who constitute the Senior Leadership Team (SLT). They meet once a week. There is a full Staff Meeting on the day before each term begins. Other meetings take place when needed (usually after the half term break). The Extended Leadership Team (ELT) led by the Deputy Head and Head of Juniors comprises of Senior Teacher (Curriculum), Head of Pupil Support, Senior Teacher (Pastoral) and Deputy Head of Juniors. The Deputy Head and Head of Juniors are responsible for day to day operations of the school.

In Senior School, 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 dealt with by Form Tutors, the Senior Teacher (Pastoral) and overseen by the Deputy Head. The Head of Careers organises careers education in school. Junior curriculum and pastoral matters are discussed by all staff in briefing and at additional meetings of class teachers led by the Head of Juniors or Deputy Head of Juniors.

In addition Daily Briefings (Senior School) and weekly briefings (Junior School) keep staff updated on current issues.

The Bursar has responsibility for the day-to-day finances and operations of the school and acts as part of the team overseeing strategy as well as acting as Clerk to the Trustees. Staff salaries are processed by Hobsons, who also audit our annual accounts.

The school office is staffed by a part time School Secretary and a full time IT/Admin Assistant. There are also two part time Receptionists and the Headmistress' PA/Registrar plus a full time Marketing Manager. A part time Site and Facilities Manager will oversee site improvements and maintenance.

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