

**Information for prospective Trustees**

**November 2016**

**About the School**

Founded by Marie Rambert in 1920, Rambert School is situated in St Margarets, in the London Borough of Richmond.

The School is recognised internationally as one of the world's premier professional dance schools both in terms of training and choreographic invention. It is the only School in the UK with a policy to pursue ballet and contemporary dance with equal vigour and weighting.

Students come from varied backgrounds and, although the majority are from the UK and other European Union countries, some 20% are drawn from further afield. Ages range from sixteen to the early twenties. There are at least 10 applications for every place.

Academic studies work towards a two-year Foundation Degree in Ballet and Contemporary Dance, and BA (Hons) in the third year; both courses are validated by the University of Kent.

Rambert School alumni dance all over the world, particularly with companies known for their advanced and diverse technical training and their forward-looking choreographic output. They also succeed as directors, choreographers, teachers, researchers and academics.

The School’s purpose-built facilities include four studios and a Studio Theatre, a well-stocked library, Information and Communication Technology (ICT) provision, a Pilates Room and a Therapy Room.

Rambert School is an affiliate of the Conservatoire of Dance and Drama. [www.cdd.ac.uk](http://www.cdd.ac.uk)

**Governance**

Rambert School of Ballet and Contemporary Dance is a company limited by guarantee, and a registered charity incorporated in March 2003. The charity is governed by its memorandum and articles of association.

The School’s Board is responsible for, inter alia:

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| * approving the School's mission, strategic vision, long-term academic and business plans | | | | | | |
| * appointing the Principal |  |  |  |  |  |  |
| * delegating authority to the Principal for all management decisions | | | | | |  |
| * ensuring that suitable systems are in place - particularly in relation to finances, risk, HR | | | | | | |
| * ensuring that processes are in place to monitor and report on the performance of the school | | | | | | |
| * evaluating the effectiveness of the Board itself | | | |  |  |  |
| * conducting its business in accordance with best practice | | | | |  |  |
| * safeguarding the good name and values of the School | | | | |  |  |
| * appointing a secretary to the Board | | |  |  |  |  |
| * being the employing authority for all staff | | |  |  |  |  |
| * being the financial and business authority of the School | | | | |  |  |
| * being the School's legal authority | | |  |  |  |  |
| * making provision for the welfare of students | | | |  |  |  |
| * acting as trustee for gifts etc in support of the School | | | | |  |  |
| * ensuring that the School's constitution is followed | | | | |  |  |
| * taking such steps as may be necessary or considered by the Board | | | | | |  |
| * Being desirable to ensure the effective management of the School | | | | | |  |
| * reviewing the health and safety policy and the annual health and safety report | | | | | | |

Board members are Directors for the purposes of the Companies Act and trustees for the purposes of the Charities Act.

**Meetings**

Board meetings take place at least three times a year, typically in March, June and October. The three Committees that monitor the School’s affairs - Finance and Premises, Risk and Audit, and HR – meet at the same times of year, a few days or weeks before the Board meetings. All Directors are expected to sit on one committee and in some cases they agree to sit on two. The School’s record of attendance at meetings, which it is required to report regularly to the Conservatoire for Dance and Drama, is always very nearly 100 percent.

**Trustees – general information**

The School endeavours to conduct its business in accordance with the seven Principles identified by the Nolan Committee on Standards in Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Both current and past Rambert School Board members have come from a wide range of professional and personal backgrounds. Like any Board, we are always interested in attracting new members who can bring a variety of expertise and skills to the Board, such as communications, entrepreneurial, financial, legal, fundraising, real estate, property project management and Higher Education experience.

Knowledge or experience of the dance world at a professional level is not necessary; enjoyment of dance and other forms of performing arts is, as is an interest in how young people can best be helped to use the opportunities before them.

In seeking new Trustees we look for

* Commitment – read the papers and come to the meetings, take an active part in the School’s governance, support its staff and students in achieving their aims
* Responsibility – agree to be held to account for the School’s work, and to protect its current and future assets
* Collaboration – work with Board colleagues to deal fairly and openly with the Board’s responsibilities
* Active contribution – work with Board colleagues and School staff, for example, to champion and fundraise for the School, and contribute specialist professional expertise where required

Trustees are appointed for an initial three year period, of which the first year is probationary. It is then expected, but not mandatory or essential, that they will continue for a second term of three years. Another, and final, three year term is permitted by the School’s corporate governance, but is not assumed on either side. The Director in question and the Chairman discuss the matter prior to the end of the first six years.

**Current Trustee Vacancies**

Rambert School is currently seeking to appoint new Trustees to join the Board.   
  
Applications from all professional backgrounds are welcome, however we are particularly interested in receiving applications from individuals with entrepreneurial or communications, especially social media, experience.

**Appointment process**

Please email us indicating your interest, supplying a brief CV and a completed Trustee Checklist. Selected applicants will be invited to visit the School in order to meet the Chair and other Board colleagues.

Please address your email to [HR@rambertschool.org.uk](mailto:HR@rambertschool.org.uk) and put ‘Trustee application’ in the subject line.