

RAMBERT SCHOOL

Information for prospective Trustees
May 2019

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 a world-leading training and educational institution, with an international reputation for promoting excellence and innovation in ballet and contemporary dance and a commitment to enabling and realising the potential of every student. The School is renowned for producing creative, versatile, forward-thinking and professional dancers who go on to work at all levels of the industry across the world.

Rambert School delivers a unique dual-focused training model – a degree course, with an equal emphasis on ballet and contemporary dance, the FD/BA (Hons) Degree in Ballet & Contemporary Dance and in 2017 launched Rambert2, an MA in Professional Dance Performance, in collaboration with Rambert (dance company). The University of Kent validates both programmes.

Students come from diverse geographical and socio-economic backgrounds. Although the majority are from the UK and other European Union countries, some 20% are drawn from further afield. Scholarship and bursary awards are available to students and, in the past financial year, 55% of students at the School receiving some form of financial assistance. Ages range from sixteen to the early twenties and students join the School from a wide variety of prior-training pathways. There are at least 10 applications for every place.

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 a member of the Conservatoire of Dance and Drama. www.cdd.ac.uk

Governance

Rambert School is a company limited by guarantee and a registered charity. It was incorporated in March 2003 and is governed by its memorandum and articles of association.

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

- 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 as 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 weeks before the Board meetings. All trustees 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 trustees have come from a wide range of professional and personal backgrounds. Like any Board, we are always interested in attracting new members who can complement and add to the Board's mix of expertise and skills. We aim to have a good balance of competencies in areas such as communications, entrepreneurial, financial, legal, fundraising, real estate, property project management and Higher Education experience.

Enjoyment of dance and other forms of performing arts is essential in all our trustees, 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 trustee in question and the Chair discuss the matter prior to the end of the first six years.

Current Trustee Vacancies

Rambert School is currently seeking to appoint a new trustee to join the Board and support the work of the Finance Director and the Board's Finance and Premises Committee in managing the School's financial and regulatory responsibilities. S/he will be/have been a Chartered Accountant with experience of accounts preparation and some knowledge of charity accounting.

Please email us indicating your interest, supplying a brief CV and a completed Trustee Checklist and equal opportunities monitoring form. 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 and put 'Trustee application' in the subject line.