

Immediate Start

CANDIDATE INFORMATION

Governor



Our mission is to develop happy, confident and successful pupils who are well prepared for their future.

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its senior section of the school from Year 8 to Year 11 and will begin offering GCSEs.

Our ethos is to be a welcoming, inclusive family community that provides the best for, and expects the best from us all.

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

We are seeking new Governors who can assist us with achieving our mission, thrive under this ethos and help lead the school through the next exciting phase of development.



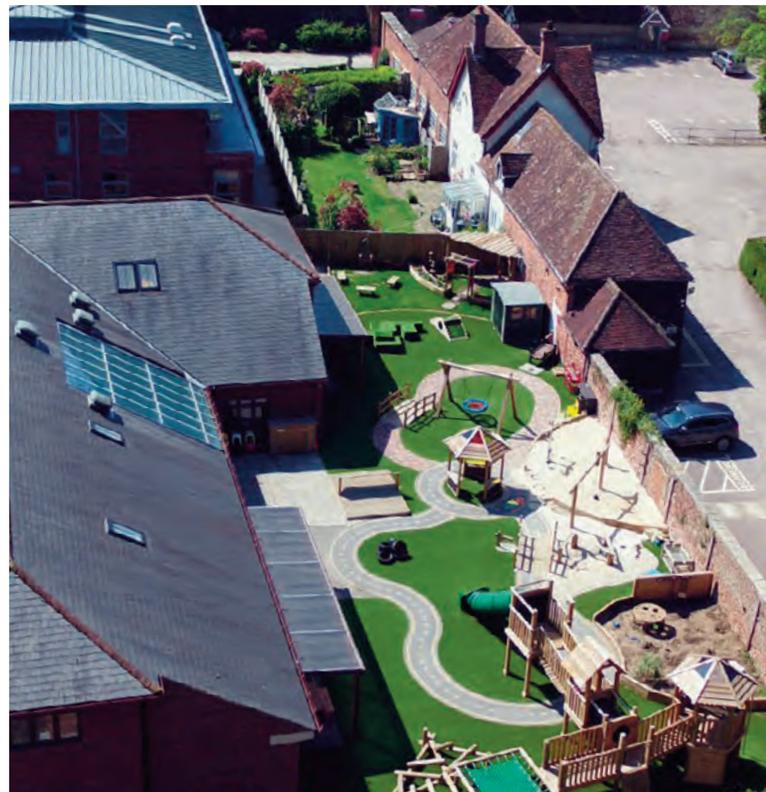


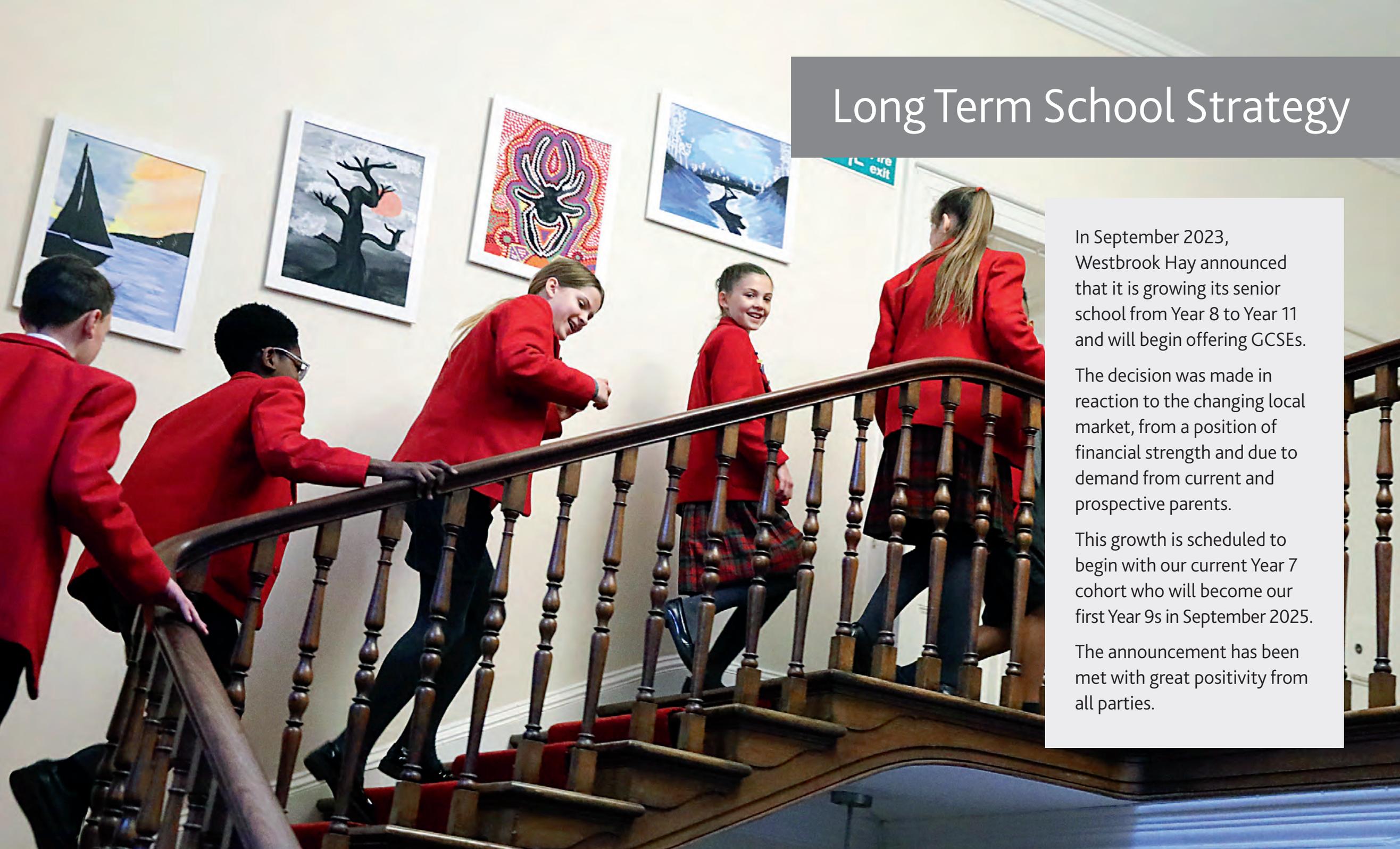
Our History

Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and is planning a new specialist STEAM building for Seniors. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a Science Laboratory, DT Workshop, Sports Hall, Swimming Pool, an ICT Suite and an Art Studio.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.





Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its senior school from Year 8 to Year 11 and will begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This growth is scheduled to begin with our current Year 7 cohort who will become our first Year 9s in September 2025.

The announcement has been met with great positivity from all parties.

School Structure

The school is growing to form three main sections

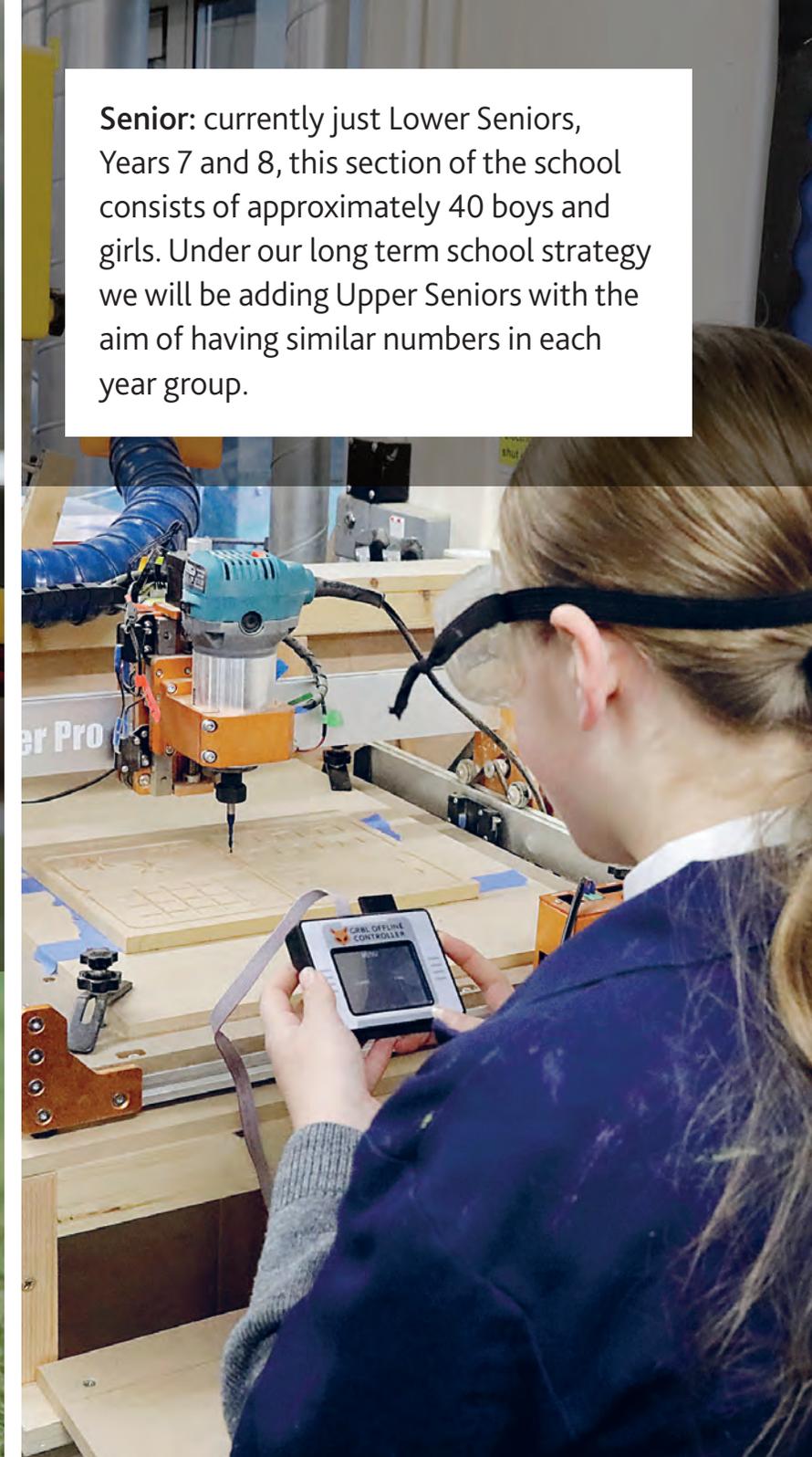


Pre-Prep: for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls.



Prep: for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls.

Senior: currently just Lower Seniors, Years 7 and 8, this section of the school consists of approximately 40 boys and girls. Under our long term school strategy we will be adding Upper Seniors with the aim of having similar numbers in each year group.





Overview of the Role

At one of the most exciting times in the school's history, Westbrook Hay School is looking to recruit new Governors to strengthen its already experienced and diverse Board, to place the School in the best possible position to meet the challenges of the future.

The Governors of Westbrook Hay School work collectively as a team. Together they are responsible for ensuring the delivery of the best possible educational, pastoral and support service. They are accountable for ensuring that the overall structure is fit for purpose and consistent with the school's charitable objects. The Governors delegate the management of the school to the Head and Bursar who in turn are supported by members of the Executive Group (EG).

Westbrook Hay School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Governor role specification

Responsibilities include:

1. Development

- Strategy and Development planning;
- Establishing the framework and objectives for the future;
- Review of performance in the light of development plan objectives.

2. Financial Management

- Management, safeguarding and use of the School's resources and assets to their maximum potential, including approval of and monitoring against an annual budget;
- Ensuring appropriate and effective internal financial controls are in place;

- Reviewing long-term financial projections;
- Review and approval of the School's Risk Register, and management of risks identified therein;
- Compliance with financial, company and charity regulations and best practice.

3. Pastoral Oversight – Safeguarding (Child Protection)

- All Governors need in-depth knowledge and understanding of:
 - Arrangements for safeguarding and promoting the welfare of children;
 - Safeguarding policies, procedures and training;
 - Complaints procedures;
 - Anti-bullying policies.

4. Curriculum and compliance oversight

- Including monitoring compliance with ISI, EYFS and other educational regulatory standards.

5. Executive Staff

- Appointment and appraisal of the Head and Bursar, and overview of the appointment process for other senior staff.

6. Interface with Parents

- Governors are expected to undertake a relationship management and ambassadorial role within the school community.

7. Health and Safety Procedures and Policies

- The Governors are ultimately responsible for the Health and Safety (H&S) of those using the school site and must approve the H&S Policies and procedures on a regular basis.

8. Public Benefit

- Complying with charity law and meeting the public benefit requirement.

9. Constitutional Responsibilities

- In accordance with statutory and regulatory provisions and fulfilling all the obligations of the School's governing instrument, the Articles of Association.

Governor Sub-Committees

It is anticipated that all Governors will sit on at least one of the following Sub-Committees:

- Finance and General Purposes (F&GP)
- Education
- Human Resources
- Governance & Nominations

Governor person specification

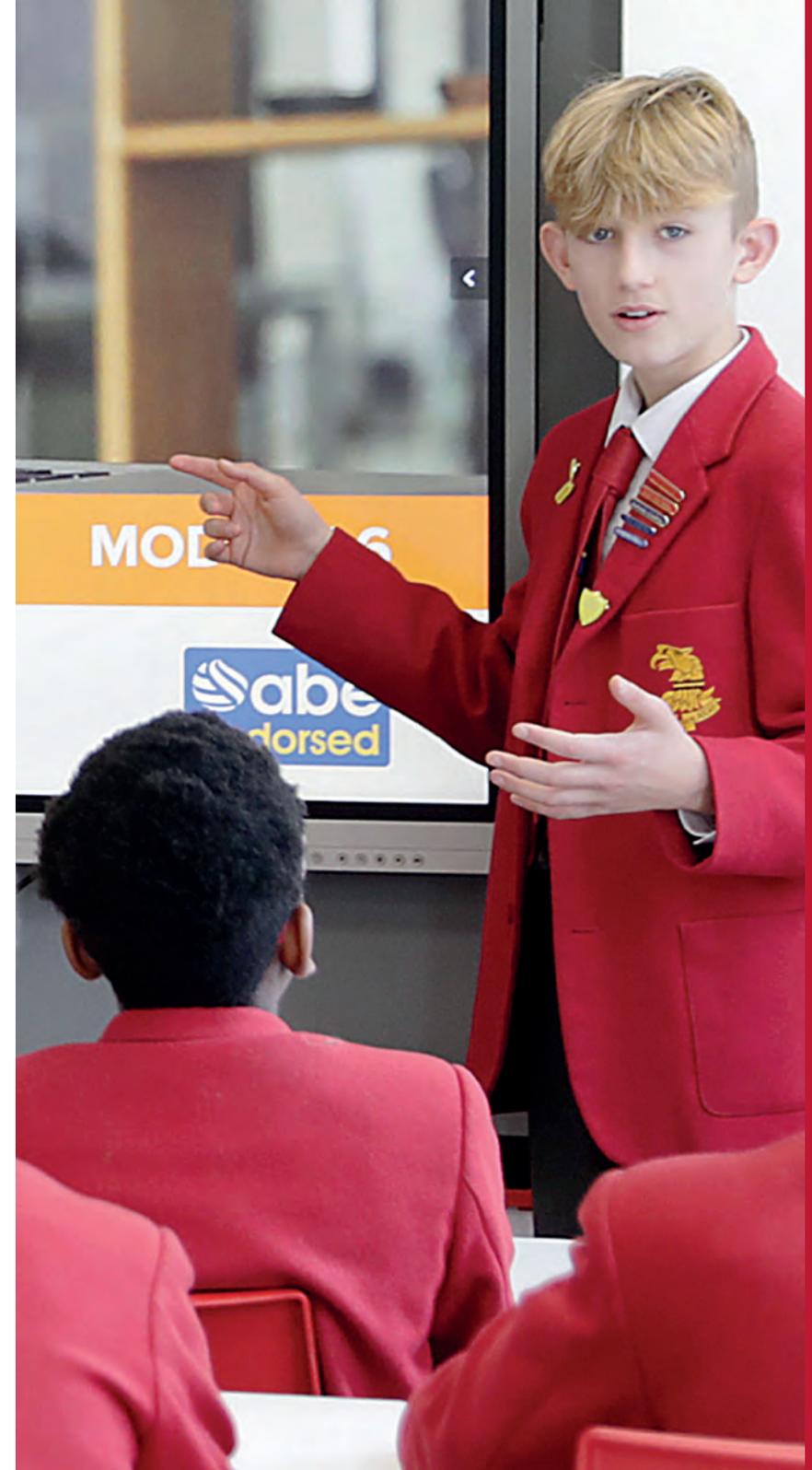
All Governors are expected to:

- Show commitment to and be supportive of the objects, ethos and values of the school;
- Show commitment to the principles and requirements of the school's role in safeguarding and promoting the welfare of children and young people;
- Understand and discharge legal and regulatory duties and obligations;
- Understand and respect boundaries and particularly that between the executive management and the governance functions;
- Have time to fulfil the duties of the role – prepared to prioritise his or her contribution and to take a fair share of the work load;
- Understand the purpose and importance of meetings and be committed to timely attendance and well as effective preparation and participation; whilst maintaining strict confidentiality when appropriate
- Show a commitment to undertaking induction and all mandatory training as well as keeping up to date generally with the duties of the role and own development;

- Show a commitment to attend and participate in key school events;
- Confirm eligibility to serve as a Trustee of a Registered Charity and as Governor of a School.

A successful applicant will be one who:

- Can bring relevant skills and experience to complement those of the current Board, preferably with Board level governance experience
- Works well in a team whether in a lead or supporting role, always showing respect and consideration for the viewpoint or position of others;
- Challenges constructively when appropriate, but is prepared to stand by collective decisions once taken;
- Shows energy, drive, courage and resilience.



Application

We want to hear from you if you:

- Are enthusiastic about education and the welfare of children and young people;
- Are excited to help shape the strategic direction and ongoing development of an ever improving school with strong values and ethos;
- Can demonstrate commitment to a high level of engagement, equality, diversity and teamwork as well as to being effective in an ambassadorial role.

In return you will:

- Have an opportunity to work with a committed, dynamic and supportive team of Governors and staff;
- Play a key part in the support of the School as it moves into its exciting new chapter;
- Have the chance to test and show the flexibility of your skills in a different context whilst learning new skills that are unique to educational settings;
- Be welcomed to, and feel a valued part of, our school community, joining in our happiness, confidence and success!

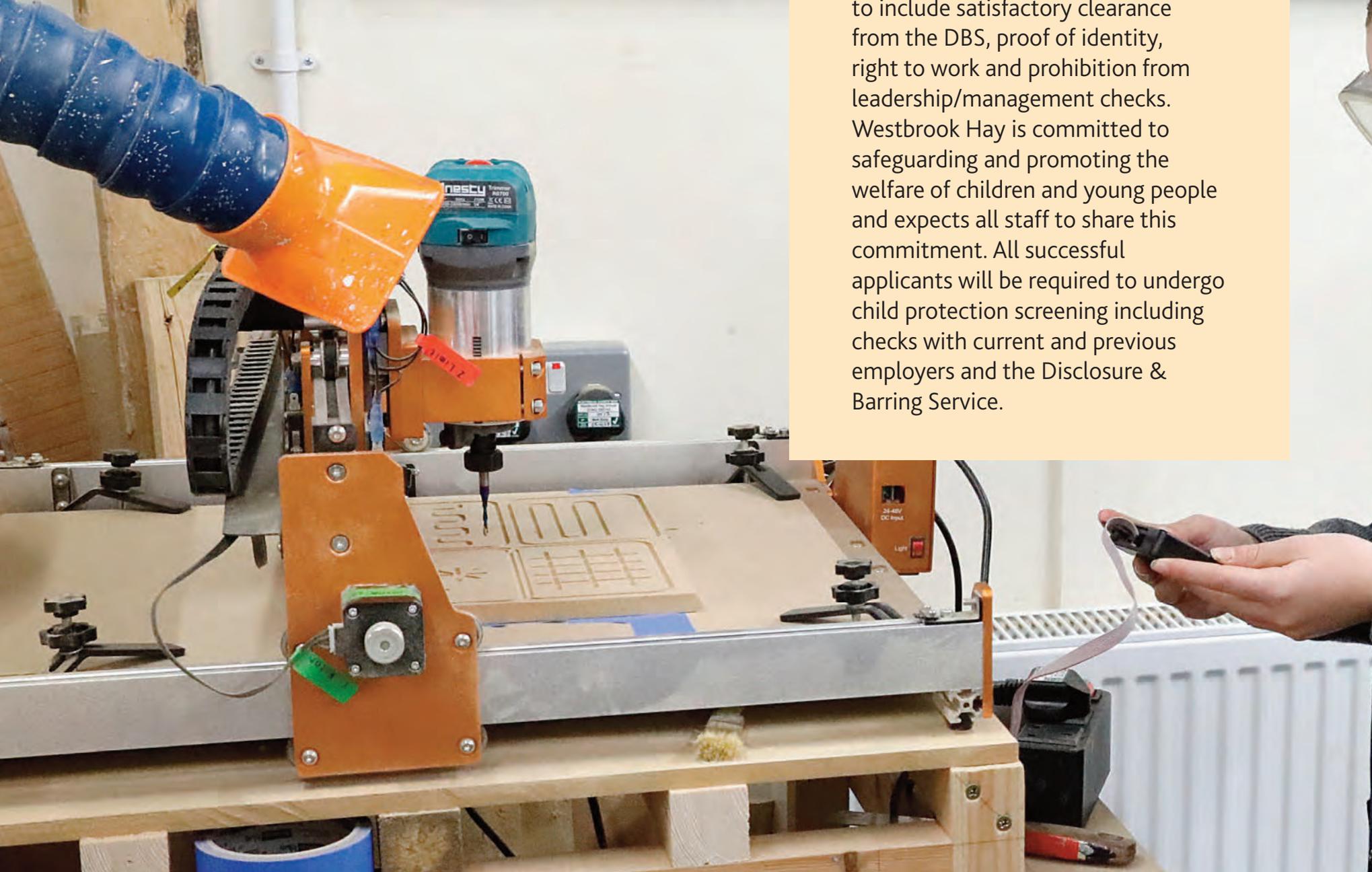
To apply: We welcome a letter of application and a completed application form which can be downloaded from our website, along with more information on the School and the Governor role. If you would like to discuss anything prior to application, then in the first instance please contact the Clerk to the Governors, Miss Kelly Freeman on 01442 256143 or kelly_freeman@westbrookhay.co.uk

The Board will then receive recommendations and make decisions to offer appointments, which will be ratified at their next Board meeting (although successful candidates should be notified before then).



Compliance Requirements

The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to include satisfactory clearance from the DBS, proof of identity, right to work and prohibition from leadership/management checks. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.





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