

  
Northern School of  
Contemporary Dance

# **TRUSTEE INFORMATION PACK**

November 2018





“An inspirational learning experience, from first contact through into the profession, enabling aspiring dance artists and professionals, regardless of background, to shape the future of dance”

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# 1. INTRODUCTION

- 1.1. Northern School of Contemporary Dance is seeking to appoint new trustees/governors to its Board of Governors.
- 1.2. This pack contains background information regarding the Board of Governors and the role of a trustee/governor.
- 1.3. Information regarding the School can be found at [www.nscd.ac.uk](http://www.nscd.ac.uk)
- 1.4. If you have any queries please don't hesitate to contact the Clerk to the Governors, who will be managing the appointment process, at [sarah.mckenzie@nscd.ac.uk](mailto:sarah.mckenzie@nscd.ac.uk).
- 1.5. If you would like to arrange for an informal discussion, or would like to visit the School, please contact Sarah at [sarah.mckenzie@nscd.ac.uk](mailto:sarah.mckenzie@nscd.ac.uk).

✉ 98 Chapeltown Road, Leeds, LS7 4BH  
☎ Tel: 0113 219 3048  
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## 2. ADVERT

Northern School of Contemporary Dance is seeking to appoint two new dedicated, self-motivated and talented trustees. We are particularly looking for trustees with an understanding of finance and Audit as we have vacancies on both our Audit and Finance Committees.

### **Our institution**

Northern School of Contemporary Dance (NSCD) is a leading centre for contemporary dance recognised for the quality of its education and training, attracting students from all over the world. NSCD provides inspirational learning, enabling the most talented aspiring dance artists and professionals, regardless of background, to shape the future of dance. The School's offer spans community outreach and pre-vocational access, further and higher education provision, a postgraduate touring company, professional apprenticeship placements, and professional performance and artist development programming, supported by the Arts Council of England.

Based in Leeds, NSCD offers the only such conservatoire provision in the North of England and is one of six institutions that constitute the national Conservatoire for Dance and Drama (CDD). We are an international centre of excellence, employing over 50 staff and supporting approximately 300 students each year through our pre-vocational Centre for Advanced Training provision, Access, Undergraduate and Postgraduate courses.

Home to Riley Theatre, our unique small to mid-scale dance venue, NSCD is a growing, dynamic and creative hub programming public performances of ground-breaking work from UK and European companies and showcasing emerging artists and local community groups. Our professional and Artist Development programming is supported through Arts Council England, as a National Portfolio Organisation (NPO).

Riley Theatre also provides performance opportunities for the NSCD student community - from our children's groups to VERVE, a dynamic postgraduate performance company, which premieres its UK and European tour on the Riley stage each Spring. NSCD is a place of imagination and innovation with dance and education at its heart; a crucible of creativity where artists of all backgrounds meet and engage in creation.

### **Context**

The School is adapting and developing to meet the challenges of the rapidly shifting political and economic context. The Board of Governors have approved an ambitious strategic plan which includes:

- Expansion of the School's course portfolio in addressing access, internationalisation and progression.
- Furthering our research agenda and scholarly activity in dance.
- Creating resilience and sustainability through artistic investment, supporting leadership development, partnership visibility and reputation building.
- Diversifying our income streams and, where appropriate, commercialising activities.
- Ensuring that resources are developed and utilised to best support core aims.

Key development areas for the School include exploring and developing potential areas of growth; exploring opportunities to expand/upgrade existing facilities; strengthening brand recognition and visibility; building partnerships and developing projects and events that promote excellence and innovation; ensuring financial stability, including identifying and accessing alternative sources of funding.

## Individuals

The School is seeking to appoint trustees with the energy, skills, expertise and connections to support the achievement of its new strategic objectives and who:

- Are sympathetic and excited to contribute to realising and evolving the School's vision and strategy.
- Value the transforming power of an arts education, ideally with a special interest in dance.
- Are willing to commit time and energy – not just to preparing for and attending meetings, but to inspiring, challenging and supporting the leadership team, including attending some performances and acting as an ambassador for the School in contributing to our future development and sustainability.
- Are innovative and creative thinkers able to stimulate and contribute to well-rounded and carefully considered strategic decision-making.
- Have the highest aspirations for the School and strive for excellence at all times.
- Are dedicated, committed and self-motivated.

## Particular Skills

The School is particularly looking for individuals who can offer expertise in the field of audit and finance with a willingness to chair our audit committee.

Our School is committed to ensuring that everyone is treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. We believe that diversity inspires creativity and enriches our lives and therefore welcome applications from individuals from all backgrounds.

The posts are unremunerated but reasonable travel expenses will be reimbursed, in line with the school's travel policy.



# ROLE DESCRIPTION

## 1. Duties of a Governor

Collectively governors contribute their professional and general skills and knowledge to the School in a non-executive role to:

- 1.1. Determine the educational character and mission of the School.
- 1.2. Consider, contribute to and approve the School's strategic direction and plan.
- 1.3. Support the Principal to enable the School's students to shape the art form of the future and contribute to the development of dance locally, nationally and internationally.
- 1.4. Support the development of appropriate partnerships and ensure the School is responsive to the needs of the communities it serves and local and national strategic priorities.
- 1.5. Oversee the quality and effectiveness of the School's activities.
- 1.6. Set measurable annual targets and monitor the School's performance.
- 1.7. Oversee the effective and efficient use of resources and safeguard the School's assets.
- 1.8. Ensure the financial health of the School and approve the annual plan for income and expenditure.
- 1.9. Oversee the appointment, grading, suspension, dismissal and determination of pay and conditions of service of senior post holders.
- 1.10. Set the framework for the pay and conditions of service of all other staff.
- 1.11. Provide support, constructive challenge and direction to the Principal and senior staff of the School.

## 2. Individual Governors are required to:

- 2.1. Operate high standards of governance and probity and operate in accordance with relevant statutes including charity law, the Governors Code of Conduct and Rules and By-laws.
- 2.2. Serve on appropriate committees, or other groups established as required by the Board of Governors.
- 2.3. Contribute to the self-assessment review of governance.
- 2.4. Attend appropriate governor induction and training days as required.

## 3. General

- 3.1. Governors are required to be as flexible as possible in the conduct of their responsibilities and duties ensuring that the balance of "oversight" of the School and its business is seen as a positive contribution that does not interfere with the day to day operation and management of the School.
- 3.2. Governors are required to attend regularly the meetings of the Board of Governors and any committees to which they are appointed.

## 4. Time Commitment

- 4.1. Approximately 30-40 hours per annum.

# PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>General</b>		
A commitment to education and the needs and success of learners.	✓	
A commitment to high standards of governance and probity and the ability to operate in accordance with the Governors Code of Conduct, the Nolan Principles and the Rules and By-laws of the Board of Governors.	✓	
<b>Experience</b>		
Experience of working at board level (or equivalent) in either the public or private sector.		✓
<b>Skills</b>		
Ability to think and contribute strategically.	✓	
Financial awareness.	✓	
A commitment to equality and diversity.	✓	
Proven interpersonal, communication and people skills including critical listening and the ability to ask probing questions.	✓	
Ability to work positively with others and to contribute as a member of a team.	✓	
Ability to work within a framework of collective decision-making in the best interests of the School and the capacity to make objective decisions	✓	
Assimilation skills to help absorb and make use of a wide range of information and data.	✓	
Analytical and problem solving skills.	✓	
Ability to respect confidentiality.	✓	
The ability to learn and develop as a governor through training and self-evaluation.	✓	
<b>Specific Skills</b>		
Specific skills to strengthen the skill base of the Board of Governors as outlined for each vacancy.	✓	



### 3. GOVERNANCE

- 3.1. The Northern School of Contemporary Dance is a higher education corporation by virtue of the Education Reform Act 1988.
- 3.2. As a higher education corporation the School is listed as an exempt charity under schedule 2 to the Charities Act 1993. This means that for its charitable activities the School benefits from the status of a charity, but is not registered with the Charity Commission.
- 3.3. The Board of Governors of the School is its trustee board and the Governors are the School's trustees.
- 3.4. The Board of Governors consists of up to ten independent and two co-opted members, plus the Principal, two staff and two student members. Governors are appointed for a term of four years and can serve up to a maximum of two terms.
- 3.5. The Chair of the Board is appointed for a period of two years.
- 3.6. The Board meets at least once per term, and normally four times per year. Meetings are usually on Tuesday evenings. The dates of these will normally be fixed in the spring for the following academic year (August to July).
- 3.7. The Board currently has the following committees – Audit, Finance, Nominations and Remuneration.
- 3.8. Conflicts of interest - applicants should particularly note the requirement to declare any actual or potential conflict of interest they may have in carrying out the role of a trustee. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of NSCD. If you are aware of any potential conflicts prior to your appointment please raise these during the application process.



## 4. RECRUITMENT AND SELECTION PROCESS

- 4.1. Application should be made by CV along with a covering letter addressing the requirements set out in the advertisement, job description and person specification. The closing date is Sunday 6th January 2019.
- 4.2. Applications may be submitted either by email to [sarah.mckenzie@nscd.ac.uk](mailto:sarah.mckenzie@nscd.ac.uk) or in hard copy to:  
  
Sarah McKenzie  
Clerk to the Governors  
Northern School of Contemporary Dance  
98 Chapeltown Road  
Leeds  
LS7 4BH
- 4.3. The Board of Governors will nominate a panel to undertake the shortlisting and interviewing process. We will deal with your application as quickly as possible.
- 4.4. Please note that due to the volume of applications that are received it may not be possible to provide feedback to those applicants not shortlisted for interview.
- 4.5. Interviews will be held on Monday 28th January 2019.



## 5. FURTHER INFORMATION

- 5.1. Information about the School and its governance can be found on the website at [www.nscd.ac.uk](http://www.nscd.ac.uk). This includes the most recent financial statements; governance documentation (such as the Instrument and Articles and Governors Code of Conduct); the minutes of the meetings of the Board of Governors and its committees and the constitution and membership of the Board.
- 5.2. NSCD is a member of the Conservatoire for Dance and Drama (CDD), further information about CDD can be found at [www.cdd.ac.uk](http://www.cdd.ac.uk).

