

TRUSTEE APPLICATION

Thank you for volunteering to become a Trustee of Higham. The following notes provide:

- A background to Higham and the role of the college in the community.
- Information on the role and responsibilities of Trustees as laid down by the Charity Commission.
- An application form for you to complete and return by e-mail or post: pages 3-6.

HIGHAM HALL

Higham Hall is an independent college, a limited company and a registered charity, whose core business is residential adult education. The college has built up a remarkable reputation as a leader in the sector. The essence of Higham is its special environment, creating an atmosphere and ambience that is ideal for adult study. The location provides a perfect setting and, together with an historically interesting building, Higham is well suited as a venue for a range of events that contribute to the local economy and the cultural life of the area.

Higham Hall opened as a residential adult education college in 1975 within the Education Department of Cumbria County Council. It became an independent college in 2008, when a Board of Trustees was appointed to oversee the management of the college as a charitable trust. The trustees, Principal, staff, tutors and Friends of Higham are all enthusiastic partners and highly committed to the future success of the college. The college offers around 300 residential courses each year, which attract around 3000 student enrolments. It employs 30 permanent staff, most of whom are part-time, and up to 150 freelance tutors each year.

The principal aim and activity of the college is to provide residential adult education courses that run from a weekend to a week in length. Courses are open to anyone applying and no previous academic qualifications are required. Courses cover a wide range of subjects and do not lead to a qualification. Tutors and courses are chosen by the Principal. Students range in age from 18 to 90, with the majority over 50. Many find Higham a safe, friendly and revitalising place to stay where people make long-lasting friendships but also feel comfortable coming alone. Courses at Higham offer a gentle and stimulating way of returning to study in later life. An ageing population needs to keep learning and contributing to the well being of all. Quality of life is undeniably improved by continuing education.

Higham Hall operates as a not-for-profit charitable trust. It receives no subsidy or grant and, in addition to covering all operating costs from income, maintains the property to a high standard. About one third of students enrolling on residential courses are from Cumbria but students also come from all parts of Britain and, occasionally, from abroad. Students can be resident or non-resident. Higham is the only college of its kind in the northern UK.

Higham Hall College is a charitable company limited by guarantee and its governing document is its Memorandum and Articles of Association. Higham Hall College has one wholly owned subsidiary: Higham Learning Limited. Higham Learning Limited may provide conference and other facilities at Higham Hall and contributes to any shared costs in order to help support the charity. Higham Learning Limited also aims to pass any surplus it makes back to Higham Hall College, by way of gift aid or similar provision. The procedure for appointing new trustees is set out in the charity's Articles of Association. They provide that appointment can be made at a general meeting or by ordinary resolution. The number of directors cannot be less than three but is not subject to any maximum.

CHARITY TRUSTEES – ROLE AND RESPONSIBILITIES

Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as

- Directors
- Board members
- Governors
- Committee members

Whatever they are called, trustees are the people who lead the charity and decide how it is run. Being a trustee means making decisions that will impact on people's lives. As a trustee you will be making a difference to your local community or to society as a whole. Trustees use their skills and experience to support their charities, helping them achieve their aims. Trustees also often learn new skills during their time on the board. Most trustees don't get paid for their role but can claim reasonable expenses as a trustee.

TRUSTEES' 6 MAIN DUTIES

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable

For further and more detailed information please consult:

<https://www.gov.uk/guidance/charity-trustee-whats-involved>

All applicants are strongly advised to familiarise themselves with Higham through the website. A full awareness of what we are about is a key characteristic for Higham Trustees.

The Principal is happy to discuss things with you informally prior to application (contact details on page 6)

HIGHAM HALL COLLEGE & HIGHAM LEARNING LIMITED

TRUSTEE APPLICATION FORM

(CONFIDENTIAL)

SURNAME	FORNAMES
Address:	Landline: Mobile: e-mail:

Do you hold a full current driving licence? Yes/No

Do you consider yourself to be a disabled person? Yes/No

REFEREES Please give details of two professional people to whom you are not related

Name: Job Title: Address:	Name: Job Title: Address:
Telephone: e-mail:	Telephone: e-mail:

DECLARATION

There are legal restrictions on who may be a charity Trustee.

- I am over the age of 18
- I am not a discharged bankrupt
- I do not have an unspent conviction for an offence involving deception or dishonesty
- I have not been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement
- I have not been disqualified under the Company Directors Disqualification Act 1986

Declaration Signed

Dated

QUALIFICATIONS

Education (*most recent first*)

Place of Education	from	to	Main qualifications

Membership of Professional Organisations/Institutions (*most recent first*)

Organisation/Institution	from	to	Additional information

VOLUNTARY WORK (*most recent first*)

Organisation/Institution	from	to	Additional information

EMPLOYMENT (*most recent first*)

Employer Name and address	from	to	Job Title & Main Responsibilities

PERSONAL STATEMENT

Please describe briefly your reasons for applying to be a Higham Trustee, and aspects of your qualifications, experience and interests you believe enable you to contribute to our college’s role and responsibilities:

Application Signed

Dated

Please return pages 3-6 of this Application, marked CONFIDENTIAL by Email or Post to the Principal:
George Cooke, Higham Hall College, Bassenthwaite Lake, Cockermouth CA13 9SH george@highamhall.com

Thank you for your Application.

It will be considered carefully by Higham’s Board who may decide to invite you to interview.