



Information and Guidelines for SPTC Directors

Why should you become a member of the board of directors of SPTC?

We need your help. If parents were not willing to join the board of directors, the SPTC could not carry on. We need you to inform our discussions, help us make policy and stop us going off the rails!

What is a director's position?

Directors are nominated by their schools but do not represent their schools on the board. Within SPTC directors work to and for SPTC. Directors are expected to take an overall view of education, informed by their own experience as a parent and/or teacher, but not representing any particular constituency.

What is involved in being a director?

- | Directors are expected, as far as they are able, to attend the regular meetings of the board. There are usually six of these in the year, on Saturdays, in the Edinburgh office. Normally the meetings last from 11.30 am to 3.30 pm. (lunch provided)
- | Directors will be sent papers in advance of all such meetings and it is expected that they will have read these.
- | Directors may also be invited to attend conferences and meetings on behalf of SPTC.

All travel expenses for any activity undertaken on behalf of SPTC are paid at public transport rates and, where it is necessary, overnight accommodation is also paid.

Are there any benefits to being a director of the SPTC?

Yes! Because we are on the mailing list of the Scottish Executive Education Department and a number of other organisations like Learning and Teaching Scotland and the Scottish Qualifications Authority, we get the information first. Sometimes we are invited to send directors to join a TV and Radio audience for programmes like Scottish Questions. We also have the opportunity to put our views directly to MSPs, the Parliamentary Education Committee and to Ministers.

Management of directors activities

- | All activities are co-ordinated through the office. If a director is invited independently to attend a meeting, they should inform the office. Normally, this would only be for information, but it is important that the office keeps track of who has gone to what meetings, particularly in a representative capacity.
- | Directors may be invited to become members of particular committees. Recently directors have sat on committees concerned with National Qualifications, 5-14 Assessment, the Curriculum, Health and Safety, Discipline and Transport. Once on such committees, SPTC directors need to respond to the needs of that committee. They have the same sort of loyalty to that committee as, in general, they have to SPTC i.e. they operate as a committee member, informed by their own experience which includes their role as an SPTC director.
- | Whilst any expenses incurred in carrying out SPTC activities will be met by SPTC, expenses incurred on behalf of others - including the nominating school - will not be met.

Directors' formal position:- SPTC as a company limited by guarantee

SPTC is a Charity and a Company limited by Guarantee. The main reason for this is to offer proper protection to directors and to limit their financial liability. (Executive members of charities which are not limited by guarantee are fully liable for any debt that the charity may incur.) The "company limited by guarantee" status limits the liability of directors - and of all members - to £1. Moreover, as a company, we are a legal entity and we are able to trade, buy and sell.

However, the company status puts certain requirements on us in order to comply with company law.

- | All Directors have to register formally as Directors - hence you are asked to complete a form for Companies House once you have been appointed.
- | Directors have to stand down after three years, although they can be re-appointed.
- | We have to send annual returns to Companies House detailing any changes in the Company and in the Directors.

These burdens fall largely on the office but it is important that everyone understands that being a director of SPTC is not just an honorary title. It is a legal position.