



A PASSION FOR EDUCATION



COMPANY SECRETARIAL SERVICES FOR SCHOOLS

“Many school managers and governors find the rules and regulations that come with running an academy complex and confusing. But not understanding and complying with the responsibilities and liabilities that come with school governance roles, can be extremely risky, not only to the school but to the individuals involved.

“We offer advice and practical support for clerks, boards of trustees, business managers and head teachers, to help you unpick your compliance obligations, enabling you to get on with the day job.”

CONTACT:



Emma Swann- Partner, Commercial Team, Head of Academies

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www.hclaw.com

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Taking the work out of Company Secretarial duties

We can help you with:

- Secure storage of your statutory books (including your register of Persons of Significant Control)
- Updating your statutory books throughout the year to reflect new appointments and resignations of directors and members and recording the changes at Companies House
- Preparing and filing your Confirmation Statement (previously known as the Annual Return) – we make this seamless by ensuring the information is kept up to date throughout the year so when it comes to submission we're ready to go.

All this for just £500 + VAT per year

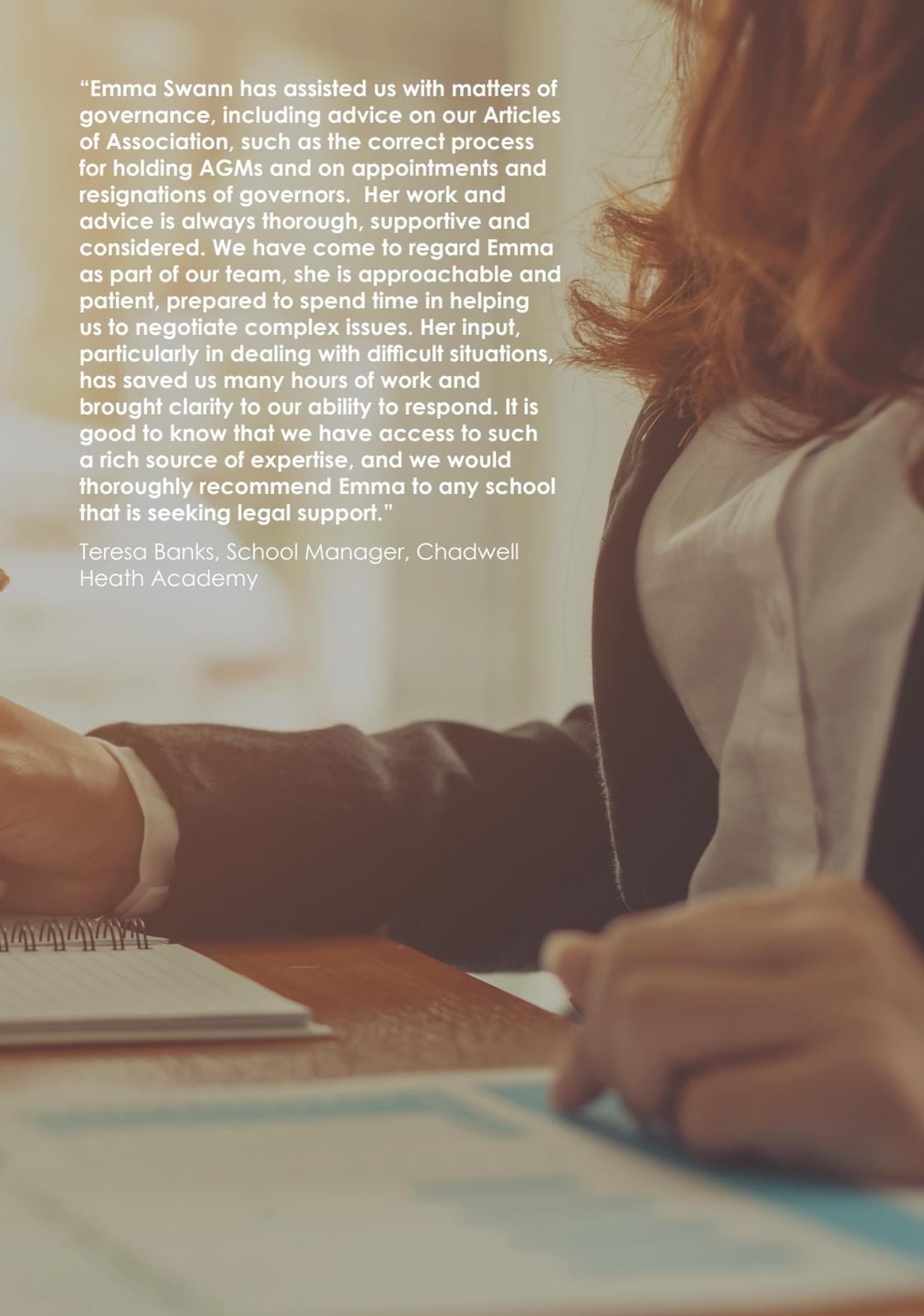
Prompt, practical advice when you need it

Call our dedicated advice line for a fixed fee when you want to check your understanding or you need some additional support. Some of the areas we can help you with are:

- How to appoint governors in accordance with your Articles of Association
- What to include in your Annual General Meeting, what paperwork is needed and what is considered official or non-official business
- How to document resignations properly
- Drafting of Special Resolutions.

We also provide training sessions on compliance, clerking and company secretarial duties.





“Emma Swann has assisted us with matters of governance, including advice on our Articles of Association, such as the correct process for holding AGMs and on appointments and resignations of governors. Her work and advice is always thorough, supportive and considered. We have come to regard Emma as part of our team, she is approachable and patient, prepared to spend time in helping us to negotiate complex issues. Her input, particularly in dealing with difficult situations, has saved us many hours of work and brought clarity to our ability to respond. It is good to know that we have access to such a rich source of expertise, and we would thoroughly recommend Emma to any school that is seeking legal support.”

Teresa Banks, School Manager, Chadwell Heath Academy

MEET THE TEAM



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