Music Education Hubs: Governance and Hub Boards





Easy read booklet

What this booklet is about



We are **Arts Council England**. We support creativity and culture in England.

We manage **Music Education Hubs**.

These are groups of organisations that teach young people to play music.



Music Education Hubs are run by Hub Lead Organisations or HLOs for short.

This booklet tells you how to govern and lead with a **Music Education Hub Board**.



Music Education Hubs must include different people in music education.

This is part of being funded by public money.

HLOs run each Music Education Hub. They work with Hub Boards.

Hub Boards and HLOs



Music Education Hubs are made up of different organisations working together.

The **HLO** manages the **Music** Education Hub. They decide how the money is spent.



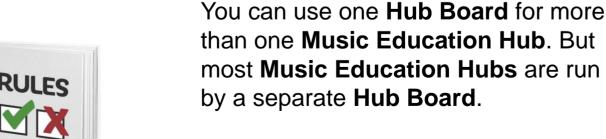
The **Hub Board** governs the **Music** Education Hub. This means they make decisions that should be fair and equal.

If the **HLO** only runs Hub activities, then you can have the same Hub Board



If not, it might be better to have a subgroup called a committee.

But this depends on what your **Music** Education Hub activities and work is.

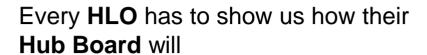




All Hub Boards must follow our governance rules.

More about Hub Boards and HLOs





- ✓ make good decisions for the Music Education Hub
- ✓ make the strategy happen
- ✓ think in different ways and help people to take part
- ✓ make sure everyone can see the work they are doing in a fair way



HLOs must follow good ways to work and follow the **Charity Governance Code**.

HLOs should make sure



- people on the Board are independent
- ✓ they work with experts to get the best advice
- ✓ they do not have Hub members on the Board for too long
- ✓ they take notes called minutes at every meeting to share with other people
- ✓ they check all policies work well



Terms of Reference for the Hub Board



All **HLOs** must have rules called **Terms of Reference** for their **Hub Board**.

These terms say how they will do things like

- vote on ideas
- · check on policies



The Terms of Reference

- ✓ make it very clear who is involved and how the Hub Board will run.
- ✓ make sure the Hub Board know what their job is and how to manage Music Education Hub work

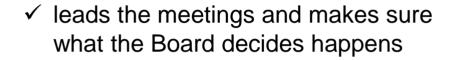


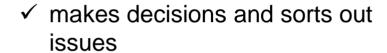
What the Chair does and conflict of interest

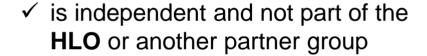


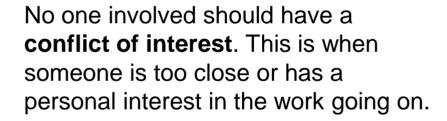
The **Chair** of the Board is the leader and guide for the group.

The Chair









You can read more about this in the **Charity Commission Guidance**.

Hub Boards must work in a fair and equal way. There should be different people involved with different skills.

A regular **audit** should check this is happening.







How we monitor Music Education Hubs



HLOs should follow the Charity Governance Code to help them work well and have guidance.

We might ask to see your **Code** or **Framework** to see how the **Hub Board** works.



We might ask to look at your **governance** documents. You should keep all your legal documents up to date in case we check.



For example, if you are a company or a company is involved, we will need to see your registration papers.

You should also tell us if there is anything you are worried about or isn't going so well.



Our **Relationship Managers** will look at and check your **Hub Board** papers every **3 months**.

We might write to you and/or ask to come to a **Hub Board** meeting.

There are lots of good **governance** models you could follow.