

# 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.



You can use one **Hub Board** for more than one **Music Education Hub**. But most **Music Education Hubs** are run by a separate **Hub Board**.

All Hub Boards must follow our **governance** rules.

# More about Hub Boards and HLOs



Every **HLO** has to show us how their **Hub Board** will

- ✓ 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**

- ✓ leads the meetings and makes sure what the Board decides happens
- ✓ makes decisions and sorts out issues
- ✓ is independent and not part of the **HLO** or another partner group



No one involved should have a **conflict of interest**. This is when someone is too close or has a personal interest in the work going on.



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.