

Scotland Board – Terms of Reference

Date of Last Review: 8 February 2023

Date of approval by Board of Trustees: 23 March 2023

Purpose of the Committee

In consideration of the unique legislative, social policy, health and education systems, and funding arrangements in Scotland (in comparison with England), the purpose of the Scotland Board shall be to:

- Ensure the sustainability of the Association in Scotland, taking account of current and future funding arrangements;
- Ensure that WEA provision is maintained, according to the values and principles of the Association;
- Provide assurances to the Board of Trustees that the development of WEA provision in Scotland adheres to WEA's charitable objects and its strategic aims as agreed from time to time by the Board of Trustees;
- Promote the profile of WEA through engagement and consultation with stakeholders in Scotland;
- Support and facilitate communication, engagement and consultation with Association members, students and staff in Scotland.

The Committee will aim to exceed WEA's statutory responsibilities for equality and diversity.

Membership

The membership of the Scotland Board will be as follows:

- 3 Trustees appointed by the Board of Trustees, one of whom shall be the Scotland Trustee who will act as Chair;
- 3 members of WEA Scotland, normally the Convenor and two Vice Convenors, or otherwise to be elected by the Association membership in Scotland; and
- A minimum of 3 (and a maximum of 5) co-opted members, preferably living or working in Scotland.

The Convenor and two Vice Convenors (or members of WEA Scotland otherwise elected by the Association membership in Scotland and appointed to Scotland Board) shall represent Scotland Board on the WEA Council.

Any member of Scotland Board may be nominated by the Council or the Board of Trustees to become a member of any other committee of the Board of Trustees.

The Director for Scotland or their delegated representative will normally attend meetings of the Scotland Board. The Chief Executive & General Secretary and/or other members of WEA's Leadership Team may attend meetings of the Committee from time to time, as appropriate.

Secretariat shall be provided by the Management & Governance Officer for Scotland, or an alternate to be nominated by the Head of Corporate Governance & Company Secretary.

Quorum

A quorum shall be three members of the Scotland Board, including at least two Trustees and one other member of Scotland Board.

Meetings

The Scotland Board will meet on a quarterly basis, though will consider the necessity of meeting more often when required. These meetings will be coordinated with the Trustee and Committee calendar so that the Committee's work can dovetail with that of the other Trustee Committees and the Board of Trustees.

Short term working groups for specific tasks may be convened from time to time, as needed.

Reporting

The Board of Trustees will receive minutes of Scotland Board meetings and will be notified of any key issues through summary update reports to be delivered by the Chair of Scotland Board at meetings of the Board of Trustees from time to time.

Responsibilities

Sustainability

1. To agree an income generation strategy to support the sustainability of WEA Scotland, and keep it under review.
2. To recommend an annual budget to the Board of Trustees, and monitor income and expenditure against the annual budget as agreed by the Board of Trustees.
3. To ensure the development of an education programme which responds to and meets the needs of the people of Scotland based on WEA principles and values.
4. To engage the Association Membership in Scotland and to represent their interests to the WEA Council.
5. To agree a business plan and KPIs for recommendation to the Board of Trustees.
6. To monitor any impact on stakeholders of proposed changes to the estate in Scotland.
7. To monitor a risk register of specific risks in Scotland and advise the Audit & Risk Committee accordingly.

Provision

8. To keep abreast of developments in national adult education policy and the wider policy context in Scotland and advise the Board of Trustees on any implications for WEA.
9. To oversee the quality of provision and organisational effectiveness in Scotland, and monitor the necessary data and evidence to meet the requirements of various regulatory bodies as appropriate.
10. To support the development of different methods of evaluation and reflection, involving voluntary members, staff, students and Scotland Board members.

Profile

11. To engage with existing partners and stakeholders in Scotland, including (but not to be limited to) local and national funding bodies, employers, charitable trusts, and foundation and joint working partnerships, as well as fostering new relationships with others at both local and national level.
12. To support the development of further partnership working across the Association.
13. To promote the importance of community based adult education which enables all participants to develop their knowledge and skills in different types of setting, including the virtual learning environment, and which encourages democratic participation.

Other

14. To undertake any other tasks or functions as may be determined by the Board of Trustees.