

## **York Music Hub: Terms of Reference**

- 1.0 York Music Hub is a strong, inclusive partnership of key providers of music education across the city of York, working with the Lead Hub Organisation, (North Yorkshire Music Services) and Arts Council England (ACE) to support the delivery of The National Plan for Music Education (NPME) and to promote musical diversity as well as musical excellence.

### **2.0 Vision and Mission**

- 2.1 York Music Hub is committed to achieving the highest standards and the best possible opportunities for children and young people to achieve their musical potential.
- 2.2 Through partnerships within York and with wider musical networks, York Music Hub aims:
- To develop sustainable, high quality, diverse and accessible musical experiences to enable all children and young people in York to have at least some experience of making music, and the opportunity to develop their skills further if they wish
  - To enhance the education, life experiences and self-confidence of all children and young people through music
  - To foster a life-long love of music for all.

### **3.0 Governance Structure**

- 3.1 YorkMusic Hub is a Charitable Incorporated Organisation (CIO) led by a Board of Trustees, working with and through a wide range of partners, including delivery partners, in the Music Hub Network.
- 3.2 The CIO is operated in line with its Foundation Constitution, a copy of which is available on the Charities Commission website. The Terms of Reference should be read in conjunction with the Constitution.
- 3.2 Working with the lead hub organization for York and North Yorkshire the CIO will oversee and arrange the delivery of music education in the City of York and surrounding areas. It will maintain all policies, procedures and monitoring requirements of ACE and other funding bodies, reporting, via the lead hub, toACE

### **4.0 Charitable Purposes of the CIO – The Objects**

- 4.1 For the public benefit, to advance the musical education of children and young people aged 0-18 (and up to 25 for those who are not in employment, education or training, are at risk and/or have special educational needs and disabilities), in the City of York and surrounding area, in such ways that the charity trustees think fit, including by:
- developing sustainable, high quality, diverse and accessible musical experiences to enable all children and young people in York to have at least some experience of making music, and the opportunity to develop their skills further if they wish to;

- enhancing the education, life experiences and self-confidence of all children and young people through music within and beyond their school experience;
- fostering a life-long love of music for all;
- working with partners in promoting a varied range of music opportunities for children and young people.

## **5.0 CIO Board of Trustees**

### **5.1 The responsibilities of the Board are to:**

- Operate the CIO in line with its constitution and its charitable purposes and objects
- Ensure that funding and resources are sourced and used to fulfil the aims and objectives of the charity as set out in the constitution
- Source funding, including from ACE, via the lead hub, and fundraising, and through supporting other organisations to raise funds, to implement the vision
- Be responsible for financial management and governance of the Hub, including budget monitoring and reporting and the production of accounts in line with charities legislation
- Be responsible for communicating with and reporting to funders on finance and performance
- In conjunction with the Strategy Board, lead the strategic vision for music education in the city of York
- Champion music education in the city and ensure all stakeholders are engaged and involved in the Hub and its activities
- Facilitate a network of music education providers
- Oversee the delivery of music education across the City by commissioning the delivery of provision with a range of providers and establishing robust performance management
- Support workforce development
- Work with the lead hub when bidding to ACE for funding to support the Hub, including the preparation of a Strategy and Business Plan for the Hub and the lead hub
- Oversee the commissioning and delivery of professional services and executive leadership of the Hub in line with the Hub's aims and objectives

### **5.2 Trustees**

- 5.2.1 The Board will include a minimum of three and a maximum of nine trustees (including the Chair). Board Members will be elected in the first instance for a term of three years, with the option to serve for a further three years. Any member of the Music Hub Network may nominate someone to sit on the Board as and when a vacancy becomes available.
- 5.2.2 Trustees will have a strong commitment and interest in music education and will have experience of working strategically in similar organisations. Trustees will be nominated based on their experience for the role and appointments will be made to ensure the Board maintains an appropriate mix of skills, knowledge and expertise.
- 5.2.3 Specifically, the Board will ensure it has access to appropriate financial expertise in order to provide appropriate scrutiny on financial issues, to ensure transparency and mitigate any potential conflicts of interest. This may be by appointment of either a trustee with financial expertise, or by securing the services of an individual with suitable expertise as a non-board member.
- 5.2.4 Two Trustees will sit on the lead hub Oversight Board representing York Music Hub's interests and facilitate communication of all decisions taken by that Board by reporting to the Hub board. This Oversight Board will meet at least termly.
- 5.3 Board Meetings
  - 5.3.1 The Board of Trustees will meet as a minimum quarterly (i.e. four times a year).
- 5.4 Decision Making
  - 5.4.1 The charity trustees are the only voting members of the CIO and they make all the key decisions on behalf of the charity. Agreement will be reached by consensus. In the event of a clear decision not being reached the Chair will have the deciding vote.

## **6.0 Membership of Hub Network**

- 6.1 Any organisation or individual who supports the Music Hub Vision and Mission and wishes to further the objectives of the Music Hub may become a partner within the Music Hub Network. Partners will receive publications and communications such as regular Hub bulletins and the termly Hub newsletter and will be able to participate in networks and capacity building.

## **7.0 Delivery Partners**

- 7.1 York Music Hub will commission the delivery of a range of sustainable, high quality and diverse musical activities provision with a range of providers in order to deliver the Strategy and Business Plan.

- 7.2 Any organisation may bid for funding in line with the commissioning strategy and on receipt of funding will automatically become a partner of the Music Hub Network. The Hub is committed to working in a mutually beneficial partnership with all its delivery partners to deliver shared objectives. As well as delivering music services, delivery partners will have a key role in contributing to the development of the Hub and promoting the Hub and its activity.
- 7.3 Any individual/organisation in receipt of funding will be subject to a contract for services, which will set out clear quality and performance criteria. Individuals/organisations will be required to:
- Comply with relevant health and safety requirements including safeguarding
  - Provide relevant and timely data which meets the conditions of the contract with ACE
  - Report to the Board of Trustees on a regular basis