

## Introduction

An effective and robust governance framework is essential to ensure the ASONE Hub performs at its optimum and that young people have equal opportunity to a high quality music education. The ASONE Hub Strategic Advisory and Governance Board will play an essential role both in serving the effectiveness of music education for children and young people in Cornwall and in ensuring that music educators have access to first class training and Continuous Professional Development.

ASONE Perform CIC is the lead organisation for the ASONE Hub. Music Education Hubs work with partners in their local context to create music education provision that meets local needs both in and out of school. They help drive the quality of service locally, with scope for improved partnership working, better value for money, local innovation and greater accountability.

The Core Roles of a Music Hub are set out in the National Plan for Music Education and are as follows:

- ensure that every child aged 5 to 18 has the opportunity to learn a musical instrument (other than voice) through whole-class ensemble teaching programmes for ideally a year (but for a minimum of a term) of weekly tuition on the same instrument (First Access)
- provide opportunities to play in ensembles and to perform from an early stage
- ensure that clear progression routes are available and affordable to all young people
- develop a singing strategy to ensure that every pupil has the opportunity to sing regularly and that choirs and other vocal ensembles are available in the area

In addition, Hubs are expected to deliver the following Extension Roles:

- offer Continuous Professional Development (CPD) to school staff to enable them to deliver high quality music in the curriculum and to music practitioners
- provide an instrument loan service, with discounts or free provision for those on low incomes
- provide access to large scale and/or high quality music experiences for pupils, working with professional musicians and/or venues. This may include undertaking work to publicise the opportunities available to schools, parents/carers and students

## Roles and responsibilities of the ASONE Music Education Hub Strategic Advisory and Governance (SAG) Board

The ASONE Hub SAG Board is a group of stakeholders who work strategically to hold ASONE Perform

CIC to account as the lead organisation of the ASONE Hub. The Board will review and scrutinise the work of the Music Education Hub in meeting its core and extension roles, making fair and transparent decisions and delivering funded activity in line with the Hub funding agreement. While ASONE Perform CIC is a distinct entity with its own Governance arrangements, the Board may seek assurances about the financial sustainability of ASONE as lead organisation of the Hub.

### The Role of the SAG Board is to:

- Act as the governing board for the ASONE Hub, ensuring that delivery is aligned to its mission and values and accountable for its performance
  - Review and scrutinise the work of the ASONE Hub and monitor delivery against the agreed activity plan and key performance indicators/targets
  - Monitor finances of the ASONE Hub and ensure resources are being used effectively, appropriately and value for money is being achieved
  - Ensure the ASONE Hub delivery and conduct is in line with the terms and conditions as set out by Arts Council England, including delivery of the Core and Extension roles as set out in the National Plan for Music Education
  - Provide key stakeholders with the opportunity to feed into the strategic direction of the ASONE Hub and to make key decisions which will affect its future and the musical opportunities for children and young people in Cornwall
  - Oversee the integrity and effectiveness of the ASONE Hub consortium and to identify gaps in skills and knowledge
  - Act as ambassadors for the Hub and its work
  - Act as advocates for the importance of music education
  - Monitor quality assurance and evaluation processes, review and advise appropriate action
  - Monitor the transparency of processes, procedures, procurement and commissioning and challenge if appropriate
  - Ensure the voice of young people is heard and communicated and they have an active role in the music offer by link with the Music Hub Youth Council
  - Provide strategic direction for the development of music education delivery within the wider context of Cornwall
  - Provide expertise, advice and guidance to support the development of the ASONE Hub, including input on funding strategies and adoption of best practice
  - Report to Arts Council England
- Responsibilities of SAG Board membership
- To be familiar with the work of the ASONE Hub and the core roles
  - To attend four Board meetings per year or else send an appropriate deputy
  - To be independent and objective in decision making
  - To be able to demonstrate clear separation of interests between those of own organisation and those of ASONE Hub

## Membership

The **ASONE** Hub will strive to ensure that membership of the SAG Board is diverse and inclusive in terms of its representation of the communities it serves. This will be reviewed quarterly so that its membership continues to be relevant, brings the appropriate knowledge and skills and that key stakeholders (current and emerging) are represented. The representation will be aligned to the priorities of both the Hub and Arts Council England.

Key partners have agreed to join the SAG Board through a nomination process. They are selected on their capacity and ability to offer strategic input into the governance and planning of the **ASONE** Hub as well as their individual expertise.

The proposed SAG Board membership is drawn from music industry, arts, education, and the community sector and made up of:

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Chair – Antti Saario, Falmouth University

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Celine Elliot - Cornwall Museum Partnership

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Bill Marshall - Cornwall Association of Secondary Headteachers/Schools Forum

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Cornwall Association of Primary Headteachers Representative - Pete Hamlyn/Rachel Heffer

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Claire Brown – Head of Music, Mounts Bay Academy

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Youth Work/third sector representative – Rob Moule

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Social Prescribing/Wellbeing representative - Emily Foulkes (Advisory Capacity as also deliverer)

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Dorset Music Hub - Clair McColl

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Community Representative - Helen Toms

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**ASONE** Perform CiC representative - Ryan Jones

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**ASONE** Programme Director – Advisory Capacity

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**ASONE** Operations Manager – Advisory Capacity

Members of the Board will be expected to attend all meetings. However, we recognise that this may not always be possible and therefore it may sometimes be necessary for an appropriate colleague to deputise in the place. If a member of the board misses more than two consecutive meetings, the Chair will discuss their attendance with them. If there is a continued issue with attendance without good reason, the Board will vote on whether the member should be asked to leave and be replaced. As the role is voluntary members may leave the group at any time, but it is suggested that to provide some continuity at least a term's notice is given. In addition, memberships may be changed by a majority decision by the Board as a whole. Any change in membership must be an agenda item with a clear written proposal for the changes circulated to members in advance.

## Role of the Chair/Deputy Chair

The Chair will ensure that meetings are conducted appropriately, that there is full participation and active discussion and that all relevant matters are included on the agenda and discussed. The Chair will also oversee the decision making process and ensure that all Board decisions are made transparently.. The Deputy Chair will be voted in by the Board at the first Board meeting.

The Deputy Chair will support the Chair as needed and will meet with the Hub Programme Director and **ASONE** representative if

appropriate to discuss the agenda prior to the board meetings. .

The Chair and Deputy Chair will be elected from within the Board membership on a biannual basis but may be able to serve for multiple terms. The Chair and Deputy Chair will be elected by a majority vote. Following their service, they will return to their position on the SAG Board.

### Conflicts of interest

The Chair and Deputy Chair should be independent from the officers of the Hub lead organisation and of delivery partners to ensure that conflicts of interest can be objectively resolved, and impartiality upheld. All members of the Board should receive a copy of the Terms of Reference to support the understanding of their role in objectively scrutinising the work of the **ASONE** Hub in meeting its core and extension roles, making fair and transparent decisions and delivering funded activity in line with the Hub funding agreement.

## Practicalities

The Board will meet online quarterly for 2 hours.

Members will be expected to respond to occasional communications between meetings and read any documentation which might be sent around in advance of meetings. Whenever possible this will be sent at least one week before.

The meeting agenda will be agreed by the Programme Director and the Chair who will discuss in advance of meetings. Members should notify the Programme Director at least two weeks ahead of a meeting if there are any items they would like included on the agenda. The agenda will be distributed to members by officers at the lead partner organisation.

The Programme Director will arrange for minutes to be taken at each meeting by a member of the **ASONE** Hub team, who will attend in a non-participatory role.

The meeting will be quorate when at least 6 board members (not including observing members) are in attendance.

### Reporting

Meeting minutes will be reviewed and approved by Chair and the Programme Director before being circulated to all members no later than two weeks after the meeting.

## Meeting Dates

Meeting dates should be set an Academic Year in advance to fit in with Arts Council England's reporting schedule so that all updates can be approved before submission.