

Terms of Reference	Board of Trustees
Associated policies	Section 1 Governance
Approved by	Board of Trustees
Version number and approval date	V2 05/11/2021
Document owner	Operations Director
Review date	+ 1 year

Role

The Board of Trustees is the governing body of Brigit's Garden. Trustees also act as the Directors of Brigit's Garden Company Limited by Guarantee (CLG).

Membership and Tenure

- The Board of Trustees is made up of Trustees who serve in a voluntary capacity
- Procedures for the selection and appointment of new Trustees are laid out in Section 9 of the Brigit's Garden Trustees Handbook
- All Trustees sign the Code of Conduct and Conflict of Interests Compliance Statement which can be found in the Brigit's Garden Trustees Handbook

Responsibilities

Governance

- Ensures compliance with the legal, financial and other regulations relevant to Brigit's Garden's status as a registered charity and a Company Limited by Guarantee. The role of the Board of Trustees and its statutory and other responsibilities are governed by the Memorandum and Articles of Association of Brigit's Garden and are laid out in Sections 4 and 5 of the Trustees Handbook.
- Oversees the strategic development of Brigit's Garden. This includes a new Strategic Plan every 3 years and approval of an annual business plan.
- Delegates responsibility for the oversight of academic and quality assurance matters to the Education Board.
- Delegates responsibility for the day-to-day management and operations of Brigit's Garden to the Senior Management Team via the Operations Director.

Programme development

- Makes decisions on proposals for new programmes recommended by the Education Board.
- Ensures resources and a time frame are in place and authorises the Operations Director to set up a Programme Design Team

Collaborative provision

- Approves in principle any proposed collaborative provision and authorises the Operations Director to draw up a Memorandum of Agreement with the collaborating provider

Meetings

- The Board of Trustees meets a minimum of seven times per year. It also holds an AGM in accordance with the Memorandum and Articles of Association
- Meetings are held in accordance with the Memorandum and Articles of Association and the Trustees Handbook
- Minutes are taken and circulated within three days of each meeting
- Standard agenda items include:
 - Minutes of last meeting
 - Matters arising
 - Conflicts of interest
 - Financial report
 - Operation Director's report
 - Education Board report
 - Health and safety
 - Risk register
 - Any other business

Administrative support

The Operations Director provides administrative support to the Board of Trustees. The role of the Operations Director in relation to the Board is detailed in the Trustees Handbook.

Supporting documents

- Brigit's Garden Trustees Handbook
- Memorandum and Articles of Association of Brigit's Garden

Report Schedule

Report/document received	From	Frequency	Presented by
Financial Report	Accountant	Each meeting	Operations Director
Annual Accounts	Auditor	At AGM	Auditor or Operations Director
Operation Director's Report	Operations Director on behalf of Senior Management Team	Each meeting	Operations Director

Education Board report	Education Board	After each Education Board meeting	Trustee member of Education Board
Report/document title	To	Frequency	Presented by
Recommendations/actions from meeting	Senior Management Team	Each meeting	Operations Director