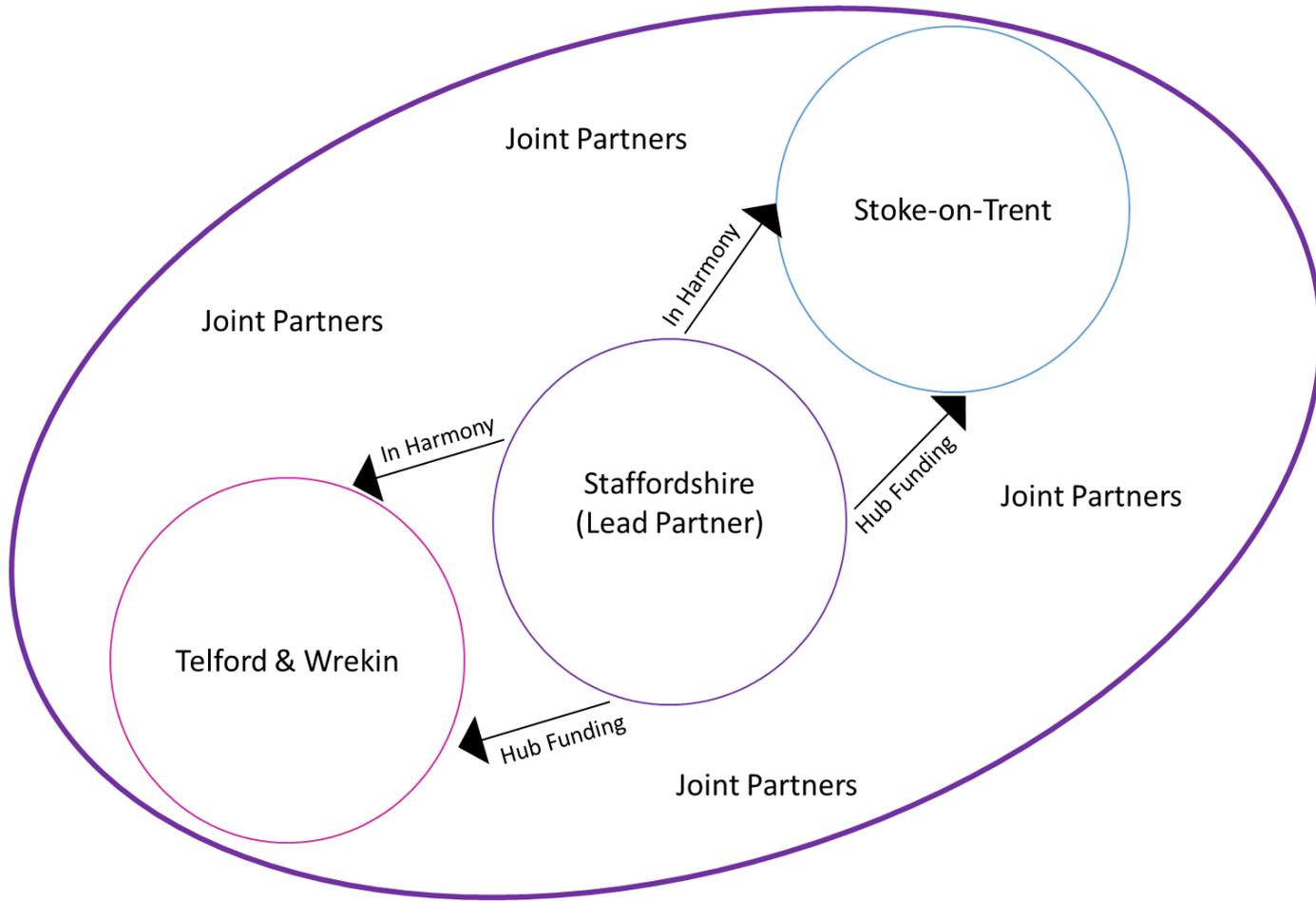


The Music Partnership Structure



The Music Partnership Governance

The legal governance of the Hub will be that as required by the lead partner (as the accountable body) including, but not confined to, its financial regulations and commercial and legal policies and procedures. The Hub Strategic Board will review performance of the Hub and report progress to all stakeholders.

TMP Strategic Board

The role of the strategic board is to oversee and challenge the Hub's performance including business plan and strategy, holding partners to account for outcomes and use of funding.

The terms are:

1. Aim

The purpose of The Music Partnership (TMP) Strategic Board is to develop and enhance the music education offer to children and young people in Staffordshire, Stoke-on-Trent and Telford & Wrekin through partners delivering against the National Plan for Music Education. The purpose has at its heart a vision of what makes quality music education and the importance of children being at the centre.

2. Context

- The context of the board is provided by the successful application to Arts Council England for financial support of TMP through the DfE grant for Music Education Hubs
- The Board will be bound by the principles and framework contained in this plan
- The Hub itself is a partnership of organisations and stakeholders. Each is an autonomous organisation, network or group, governed by its own arrangements but for the purposes of this Hub, agrees to support and contribute to TMP plan and activities
- The board has no executive responsibility as this lies with the lead partner and other substantially funded partners. It is not a legal entity and does not hold money or commission services
- The board will approve business plans for grant related activity and hold partners accountable for delivery and commissioning

3. Purpose

The purpose of the Hub board is to:

- Advocate for the benefits of music education on behalf of all partners
- Review the needs analysis for music education across the region
- Ensure a cohesive music education offer
- Support the development of local, regional and national initiatives
- Review the strategy and vision for TMP and ensure good communication
- Signpost guidance for professionals and companies in the delivery of quality music education
- Ensure a narrative on music education and levels of engagement in the region
- Ensure consultation with young people on a regular basis
- Audit and evaluate processes
- Liaise with the local ACE bridge organisation; Arts Connect
- Advocate the success and learning from TMP, locally, regionally and nationally

- Support accessing and locating additional sources of funding for TMP such as grants, sponsorship and charitable giving
- Listen to the voice of the learner and parents/carers
- Monitor, review and approve TMP Business Plan
- Monitor, review and approve TMP Delivery Plan
- Monitor, review and approve TMP Risk Register
- Monitor, review and approve all partnerships and requests for funding

4. Membership

The board shall consist of:

- An Independent Chair
- The Lead Partner
- Representation from each substantially funded partner
- Representation from Arts Council England in the capacity of an observer
- HR, Finance and Commercial from the Lead Partner and Funded Partners as required
- Representation from schools as required
- Representation from young people as required
- Independent members as recruited by the partnership
- A Clerk

In the event of a member of the board leaving their post, it is expected that their successor would take on the responsibilities, unless otherwise agreed

The Chair is appointed by the board for a two-year term. The board reviews the job and person specification for the Independent Chair and recruits openly for this position. Travel expenses at HMRC rate and an honorarium, £1000 per annum, are agreed for this position. Independent members are recruited by the board and are appointed for a two-year term

5. Procedures

- The board will report to all stakeholders, following each meeting with a summary of Hub progress
- The board will approve the business plan and data return before submissions to Arts Council England
- Meetings will take place four times per annum at the Riverway Centre, Stafford, ST16 3TH
- The board will circulate papers in advance of each meeting and will produce minutes of the proceedings
- Observers and visitors able to offer advice or information on a specific issue and may also be invited to contribute to a meeting, as appropriate and if agreed in advance

TMP Steering Group

- To support and inform the work of the strategic board, the operational steering group will plan and deliver specific areas of activity
- This group will be self-selecting from partners, schools and young people
- The steering group will meet four times a year, with each meeting taking place in the week preceding the board
- The venue for the Steering Group will alternate between local authority areas in turn

- The lead partner will administer and chair the steering group including; producing and circulating action points, reviewing the area RAG rating and updating the risk register
- Actions and proposals from the steering group will be presented to the strategic board in the board paper. The board paper and minutes will be circulated to all stakeholders following each meeting
- The board and steering group will regularly review purpose, procedures and progress and advise the lead and delivery partners accordingly on an annual basis.

