

**Lydiate Services
Company
Board of Directors
(Trustees)
Terms of Reference**

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LSC Board of Directors - Terms of Reference

The Articles of Association for Lydiate Services Company (LSC) govern how the Board will operate and should be read in conjunction with this Terms of Reference.

The Board is a group of Trustees (referred to as Directors) accountable for the effective leadership and management of Lydiate Services Company.

Meetings

The Board will meet once per term.

Any additional meetings will be by exception and agreed by the Chair and the Senior Governance Professional (SGP).

The agenda and all paperwork relating to the meeting will be circulated 7 days prior to each meeting, usually via Governor Hub.

All meetings will be minuted by the SGP or, in their absence, someone appointed by the SGP or Chair. The minutes will be available to all Directors on GovernorHub.

The SGP will co-ordinate the preparation of any requested reports on matters relating to the work of the Board for the LLT Board, Members or any external bodies.

Quorum

Section 3 of the organisation's Articles of Association refers;

The quorum for a meeting of the Directors, and any vote on any matter thereat, shall be any two eligible Directors.

Board Chair

The Chair is appointed by the Lydiate Learning Trust Board, each September.

If the Chair is absent from a meeting, the Vice Chair, will lead the meeting.

Purpose

The Board is responsible for ensuring that LSC understands and delivers its priorities each academic year and in doing so, supports the Vision and Values of Lydiate Learning Trust (LLT).

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Key Responsibilities

The Board will;

- Develop a Vision and Strategic Plan
- Set aspirational targets for the performance of the organisation.
- Oversee the development and delivery of a business plan.
- Ensure that key policies and procedures are in place and monitored (where necessary).
- Be accountable for the performance of LSC.
- Work collaboratively with the LLT Board and all other stakeholders.
- Report progress to the LLT Board as required..
- Have oversight and shared management responsibility for all finances.
- Have oversight and shared management responsibility for site and premises related issues.
- Have oversight and shared management responsibility for risk.
- Address any issues brought to attention by LSC staff, in particular where a strategic decision or priority setting is required.
- Appoint the Manager of LSC and oversee the management of their performance.

Standing Items

- Update against Strategic Plan Priorities
- Update on Business plan by means of;
 1. Lettings Report
 2. Finance Report
 3. Premises Report
 4. Risk Report

Committees

The Board may establish sub committees or task and finish groups, as required.

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