

## **Maths Hub Strategic Board – Terms of Reference (2019-20) (Revised September 2019)**

### **Rationale**

Maths Hub Strategic Boards are established for two principal reasons:

- to ensure the Maths Hub demonstrates transparency and is open to external scrutiny regarding its work
- to enable the Maths Hub to draw upon strategic advice and support from people with relevant specialist expertise and local knowledge

### **Membership**

The large majority of members of the Strategic Board (including the chair) are independent of the Maths Hub Lead School (and any trust the school is part of, when this applies). The board would normally include:

- at least five members from schools and colleges. These are people in positions of leadership, who, together, bring understanding and expertise from across the early years, primary, secondary and post-16 phases of education. (This group should also include a representative of the most relevant regional Teaching Schools network.) Ideally, these members also are drawn from across the Maths Hub's geographical area of responsibility.
- no more than two members from organisations with maths education specialist expertise. These could be drawn from universities, subject associations/bodies or local authorities
- one member that offers perspective of the mathematical needs of either employers or higher education
- a representative of the NCETM

The chair of the board holds a senior leadership position and is experienced in governance structures. Membership of the board is reviewed on an annual basis.

The Lead School Senior Leadership Link and Maths Hub Lead/s also attend each board meeting. Other members of the Maths Hub leadership and management team (including WGLs) only report to the board as required.

### **Function of the board**

The board provides strategic advice, challenge and support to the Maths Hub leadership. The board meets at least three times a year. Timing and main agenda items are specified below:

#### **Meeting 1 (1 October to 31 October)**

- Maths Hub Annual Evaluation report – The board reviews the report providing feedback/comment on the report and making recommendations for further improving the evaluation processes
- Maths Hub Programme Strategic Priorities 2020-21 – The board reviews the 2019-20 priorities and makes recommendations (with rationale) for any changes for 2020-21 to inform discussion by the Maths Hubs Council later in the term
- 2019-20 Plan Implementation Update – The board reviews progress on implementing the plan providing advice and support on any emerging issues

#### **Meeting 2 (10 February to 13 March)**

- Maths Hub Area and Reach – The board reviews the data regarding the reach of the hub across its area (drawing on 19-20 data and earlier years) both in terms of location and type of schools. The board makes recommendations about how the hub can/should further develop its reach
- Maths Hub Leadership and Management Team and LLMEs – The board reviews the Maths Hub's existing leadership and management structure and provides advice on future

development, including succession planning. It also reviews the position regarding LLMEs and how capacity here can be further developed/strengthened

- Initial ideas regarding potential Innovation Work Groups for the following year can be considered by the board
- 2019-20 Plan Implementation Update – The board reviews progress on implementing the plan providing advice and support on any emerging issues

### **Meeting 3 (8 June to 3 July)**

- 2020-21 plan – Network Collaborative Projects. The board reviews the Phase 1 plan, including planned scope of participation in NCPs and provides advice on potential reach and WGL recruitment for Phase 2
- 2020-21 plan – Innovation Work Groups. The board reviews and advises on any further development of Innovation Work Group proposals
- 2019-20 Plan Implementation Update – The board reviews progress on implementing the plan providing advice and support on any emerging issues

### **Procedures and protocols**

- It is the responsibility of the chair of the board working in conjunction with the Lead School Senior Leadership Link to review membership, construct meeting agendas, and agree meeting notes
- The Maths Hub publishes the membership of its strategic board through its website/webpages
- At each meeting, members of the board are asked to declare any pecuniary interests. In particular, this should include declaration of any work currently, or potentially, undertaken, for the Maths Hub. These declarations are recorded. In circumstances where a board member declares a significant number of pecuniary interests, then their membership is reviewed. The NCETM provides advice in such circumstances
- Notes of the meeting are recorded and distributed to all members within two weeks of the meeting
- The NCETM can request to have supplementary items on the agenda of any of the board meetings