



Adult Learning Within Reach

## Scotland Board Terms of Reference

**Last review: September 2024**

**Approved by the Board of Trustees: 10 October 2024**

*The Scotland Board is a committee of WEA's Board of Trustees responsible for specialist, detailed scrutiny of matters relating specifically to WEA's role as an education provider and its charitable activities in Scotland. For the avoidance of doubt, WEA is a unitary, cross-border charity which functions under the supervision and unambiguous control of the Board of Trustees.*

### **Purpose of the Scotland Board**

On behalf of the Board of Trustees, Scotland Board:

- Anticipates and considers developments in adult education policy and funding regimes in Scotland and advises the Board of Trustees on any implications for WEA.
- Provides oversight to safeguarding, the quality of education provision, and the collection of and response to feedback from learners in Scotland ("learner voice").
- Contributes generally to the establishment and expansion of WEA's charitable purpose, stated values and strategic aims in Scotland and across borders.
- Ensures the proper oversight of any regulatory reporting that may be required from time to time in relation to funding agreements, safeguarding, health and safety, data protection incidents, etc.

### **Membership and Attendance**

The membership of the Scotland Board will include:

- At least 3 Trustees appointed by the Board of Trustees, one of whom shall act as Chair and another as Vice Chair;
- No more than 3 members elected by the Association Membership in Scotland;
- Up to 5 lay members, preferably living or working in Scotland, appointed on the basis of skills relevant to the remit of the committee.

The Director for Scotland or their delegated representative will normally attend meetings of the Scotland Board. The Chief Executive & General Secretary shall have a standing invitation to attend meetings of Scotland board. Other members of WEA's Leadership Team may attend meetings of the Committee from time to time to present or contribute to items of business on the agenda.

Observers at Scotland Board may attend meetings at the discretion of the Chair.

Secretariat shall be provided by the Head of Governance or their nominated representative.

### **The WEA**

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### **Quorum**

A quorum shall be three members of the Scotland Board, including at least two Trustees and one lay or elected member.

### **Meetings**

The Scotland Board will meet on a termly basis (i.e., three times per year). Additional meetings may convene when business requires. All meetings of Scotland Board will be coordinated with the Trustee and Committee calendar so that the Committee's work can dovetail with that of the other Trustee Committees and the Board of Trustees.

Written notice of each meeting, an agenda and supporting papers shall normally be circulated no later than seven working days before the date of the meeting.

### **Reporting**

The Board of Trustees will receive minutes of Scotland Board meetings and will be notified of any key issues through summary update reports to be delivered by the Chair of Scotland Board at the earliest opportunity following each meeting of Scotland Board.

#### **Responsibilities**

1. To monitor education quality and performance in Scotland through regular review of data and evidence required by funders, and learner feedback.
2. To contribute to the identification of adult learning trends and needs in Scotland.
3. To support engagement with funding bodies, employers, charities, and community organisations in the interest of expanding WEA's charitable reach in Scotland.
4. To support engagement of the Association Membership in Scotland with WEA Council.
5. To engage with WEA Council to ensure full consideration of WEA's impact in Scotland and support the revival of the "WEA movement."
6. To monitor a risk register of matters that are specific to Scotland, or where any regulatory reporting requirements of incidents would be subject to a Scottish regulator (e.g., safeguarding, health and safety, data protection incidents, etc.)
7. To monitor any impact on stakeholders of proposed changes to the estate in Scotland.
8. To undertake any other tasks or functions as may be determined by the Board of Trustees.

### **Review of the Terms of Reference**

The Committee shall, at least once a year, and normally at the start of each business cycle, review its own performance and Terms of Reference to ensure they remain relevant and appropriate.

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