

WEBS TRAINING LIMITED

Board Terms of Reference

Purpose

The overarching purpose of the Board is to lead on the strategic Direction of WEBS Training Ltd and to maximise the performance and success of the company.

The Board will be responsible for taking the lead in establishing a company-wide vision, with strong underpinning values and firmly driven by the needs of the furniture & education sector, in which all partners have a commitment to a broad scope of collaboration. This includes monitoring and securing good financial health, developing the organisations strategic priorities and overseeing & monitoring the company's activities.

Principles

WEBS Board will:

- Take account of equality and diversity, promote a culture of openness, trust, mutual respect and a spirit of cohesive partnership and take responsibility for serving the best interest of WEBS learners and employers within the furniture sector;
- Work to and be compliant with safeguarding procedures, disclose any concerns, provide support and guidance and undertake relevant safeguarding training as required.
- Operate in a collaborative, open and effective way that views each member as an equal partner and values the contribution of the partner organisations;
- Conduct all business in a climate that seeks to find effective and realistic solutions, reaching consensus rather than determining the action of others;
- Provide challenge to WEBS senior managers to meet the KPI's within the business plan. Commit to undertake regular formal self-assessment in order to evaluate and improve performance outcomes of WEBS Training Limited.
- Be available to discuss leadership and management with Ofsted inspectors in line with the Common Inspection Framework.

Responsibilities

Collective responsibility for promoting the success of the Webs Training Limited by directing and challenging WEBS overall performance

The key responsibilities of the board are to:

- ensure that the organisation remains financially sound and able to carry out its training functions effectively;
- establish and embed a shared vision and strategy for training and education within the furniture and allied industries sector;
- determine the company's core values and strategic objectives;

- support the actions of the management team in delivering the organisation’s strategy and objectives;
- ensure that there are effective controls in place to monitor and regularly review the strategic plan and associated activities including finance and administrative systems;
- appoint senior management;
- account for the company’s activities to relevant parties, e.g. ESFA, Ofsted, Bank and shareholders;
- assure WEBS compliance with legal and regulatory requirements and ensure effective and efficient administration of the organisation and its resources, striving for best practice in good governance;
- act as not-for-profit in line with the company’s Memorandum and Articles;
- contribute valuable intelligence and insight, e.g. about the market or business practice, and;
- support quality assurance and improvement and assist in devising better systems to measure quality.

Board Commitments

The Board shall meet 6 times per year with the final meeting being held immediately after the Annual General Meeting.

Meeting dates will be set in advance and issued to board members. Non-attendance at three consecutive board meetings may result in the Chair asking for the Director to ‘step down’.

The Chair of the Board retains the power to grant “leave of absence” periods where business commitments etc. preclude attendance.

Apologies to be tendered in advance as to non-attendance.

Where requested and appropriate, mutually agreed involvement in Board sub-groups in key areas of company activities and/or act as Board Champion to provide specialist support in key business activities.

Expenses

As a not-for-profit organisation, no remuneration is given to any Board member although in exceptional circumstances, travelling expenses may be agreed.

Membership - As at July 2019.

Nick Crowther	Chair		
Andrew Mitchell	Artistic Upholstery Ltd (due to retire)		
Caroline Sowter	F M Steed Ltd		
Jackie Bazeley			
Lisa Rowling	Wickes		
Kenny Stoddart	Appris Charity Ltd		
David O’Neill	JDP Ltd	Paul Bucknall	JDP Ltd
Sammy Jones	WEBS Training	James Woolley	WEBS Training
Lorraine Jameson	WEBS Training		

Advisors:

Kevin Slack	Mabe Allen
Lee Weatherly	GTA