

THE TRUST

SCHOOLS & EDUCATION TEAM

Terms of Reference

Aims:

- to facilitate the creation, management and maintenance of an inspiring outdoor environment in school grounds and similar spaces for teaching, learning and enjoyment;
- to create opportunities for young people and teachers to develop life-long interests and practical skills in the outdoor environment;
- to foster interest by the whole school community, including head teachers and governors, in the variety of opportunities to work with the local community in enhancing the environment and to develop an awareness of potential careers in horticulture, the land based industries and the natural sciences.

Objectives:

To achieve these aims by:

- working with young people, teachers, parents, youth groups, local authorities and the local community to create, enhance and conserve sustainable gardens and designed landscapes in school grounds and accessible green spaces, encouraging good design, local distinctiveness and the development of their educational potential;
- supporting projects that demonstrate recognition by young people, parents, teachers, governors, neighbours and the local authority of the need and the opportunities for improving school grounds and green spaces as a means of understanding their environment and participating in its care;
- providing assistance, technical advice and/or financial support (through grants) to assist in the creation of new projects and gardens;
- creating a team of knowledgeable and experienced members of The Trust to provide the necessary advice and guidance.

The Team:

- shall consist primarily of members of The Trust, together with external advisers if and when the Team Chairman and the Team might deem appropriate;
- shall appoint a Team Chairman to manage the Team and to report to the Executive Committee;
- shall appoint a Vice Chairman if and when appropriate;
- shall meet as required, but at least 4 times a year and in due time for the Team Chairman to report to the Executive Committee;
- shall keep the Administrator informed of relevant activities that will be of interest to members either by email or on the HGT website.

Role of Chairman:

- to manage and lead the Team in delivering the objectives;
- to represent the Team within The Trust and ensure that the Executive Committee is fully aware of the Team's activities and achievements;
- shall liaise and agree with the Finance Committee their budget and grants for final approval by the Executive Committee;
- to represent the Team to external bodies (such as Schools and Colleges) and interested individuals.

Chairman's Job Description:

- set dates for quarterly Team meetings, prepare and circulate Agendas and Notes and maintain an Action List of Team tasks;
- prepare a quarterly report for, and attend, the Executive Committee meetings;
- agree the Team budget with the Executive/Finance Committee;
- sign letters and correspondence, relating to the Schools and Education matters, on behalf of The Trust;
- with the Team, periodically review procedures (such as the grant criteria);
- maintain communication with the Team and ensure that electronic and/or paper records of the team's activities are kept up to date;
- to ensure grants meet the criteria and are within the total budget.