

 <b>YOUTH SPORT TRUST</b>	<b>Appendix II</b>	Document Number: YSTBToR01b
	YST Board Schedule of Matters Reserved for the Board	Document Owner: F&G Director Approved by: CEO Version number: 2 Updated: 30 <sup>th</sup> March 2018

### Schedule of Matters Reserved for the Board

<b>1. Strategy and management</b>
1.1 Responsibility for the overall leadership of the Charity and setting the Charity's values and standards.
1.2 Approval of strategic aims and objectives.
1.3 Approvals of the annual operating and capital expenditure budgets and any material changes to them.
1.4 Oversight of the Charity's operations ensuring: <ul style="list-style-type: none"> <li>• Competent and prudent management;</li> <li>• Sound planning;</li> <li>• Maintenance of sound management and internal control systems;</li> <li>• Adequate accounting and other records; and</li> <li>• Compliance with statutory and regulatory obligations.</li> </ul>
1.5 Review of performance in the light of the Charity's strategic aims, objectives, business plans and budgets and ensuring that any necessary corrective action is taken.
<b>2. Reserves Policy</b>
2.1 Establish and maintain the Charity's reserves policy.
<b>3. Financial reporting and controls</b>
3.1 *Approval of the annual report and accounts, [including the corporate governance statement]. <sup>1</sup>
3.2 *Approval of any significant changes in accounting policies or practices.
3.3 Approval of material unbudgeted capital or operating expenditures (outside pre-determined tolerances).
<b>4. Internal controls</b>
4.1 Ensuring maintenance of a sound system of internal control and risk management including: <ul style="list-style-type: none"> <li>• Approving the Charity's risk statements;</li> <li>• Approving procedures for the detection of fraud and the prevention of bribery;</li> <li>• Undertaking an annual assessment of these processes; and</li> <li>• Approving an appropriate statement for inclusion in the annual report.</li> </ul>
<b>5. Contracts</b>
5.1 Approval of major capital projects [and oversight over execution and delivery] > £100k.
5.2 Contracts of the Charity, not in the ordinary course of business, for example, acquisitions or disposals (no limit).
<b>6. Communication</b>
6.1 **Approval of press releases concerning matters decided by the Board.

 <b>YOUTH SPORT TRUST</b>	<b>Appendix II</b>	Document Number: YSTBToR01b
	YST Board Schedule of Matters Reserved for the Board	Document Owner: F&G Director Approved by: CEO Version number: 2 Updated: 30 <sup>th</sup> March 2018

<b>7. Board membership and other appointments</b>
7.1 *Changes to the structure, size and composition of the board, following recommendations from the Nominations, Remuneration and Governance (NGR) committee.
7.2 *Ensuring adequate succession planning for the board and senior management to maintain an appropriate balance of skills and experience within the Charity and on the Board.
7.3 *Appointments to the board, following recommendations by the Nominations, Remuneration and Governance (NGR) committee.
7.4 *Selection of the Chair of the Board and the Chief Executive.
7.5 *Appointment of the Senior Independent Director to provide a sounding board for the chairman and to serve as intermediary for the other Directors when necessary.
7.6 *Membership and Chairship of board committees following recommendations from the Nominations, Remuneration and Governance (NGR) committee.
7.7 *Continuation in office of Directors at the end of their term of office.
7.8 *Continuation in office of any Director at any time, including the suspension or termination of service of an executive director as an employee of the Charity, subject to the law and their service contract.
7.9 *Appointment or removal of the Company Secretary.
7.10 *Appointment, reappointment or removal of the external auditor to be put to Directors for approval in general meeting, following the recommendation of the Audit Committee.
<b>8. Delegation of authority</b>
8.1 *The division of responsibilities between the Chair, the Chief Executive [and other executive directors,] which should be clearly established, set out in writing and agreed by the Board.
8.2 Approval of the delegated levels of authority, including the Chief Executive's authority limits (which must be in writing).
8.3 *Establishing Board committees and approving their terms of reference, and approving material changes thereto.
8.4 *Receiving reports from Board committees on their activities.
<b>9. Corporate Governance Matters</b>
9.1 *Undertaking a formal and rigorous annual review of its own performance, that of its committees and individual Directors, and the division of responsibilities.
9.2 *Determining the independence of Directors in light of their character, judgment and relationships.
9.3 Review of the Charity's overall corporate governance arrangements.

 <b>YOUTH SPORT TRUST</b>	<b>Appendix II</b>	Document Number: YSTBToR01b
	YST Board Schedule of Matters Reserved for the Board	Document Owner: F&G Director Approved by: CEO Version number: 2 Updated: 30 <sup>th</sup> March 2018

<b>10. Policies</b>
<p>10.1 Approval of policies, including:</p> <ul style="list-style-type: none"> <li>• Code of Conduct;</li> <li>• Equality and diversity policy;</li> <li>• Bribery prevention policy;</li> <li>• Whistleblowing policy;</li> <li>• Health and safety policy;</li> <li>• Environment and sustainability policy;</li> <li>• Human resources policy;</li> <li>• Communications policy;</li> <li>• Corporate social responsibility policy; and</li> <li>• Charitable donations policy.</li> </ul>
<b>11. Other</b>
<p>11.1 Any decision likely to have a material impact on the Charity from any perspective, including, but not limited to, financial, operational, strategic or reputational.</p>

<sup>1</sup> This item will be considered by the Board but with the formal decision being delegated to the Audit Committee.

\* Final decision to be taken by Main Board

\*\* Final decision rests with Chair or Senior Independent Director in Chair's absence.

### Amendment Log

Date	Change	Made by	Approved by
Nov 2017	First Issue	Surinder Sihra	Ali Oliver
30.03.18	Amendments in accordance with UK Code for Sports Governance	Janette Massey	Surinder Sihra