

EASTBOURNE COLLEGE (INCORPORATED) (ECI)
THE EASTBOURNIAN SOCIETY COMMITTEE

Terms of Reference (27 Feb 2025)

1. Purpose

- 1.1. The Eastbournian Society (ES) exists to bring together the community of Old Eastbournians, Old Androvians, Old Aschamians, parents of both current and former pupils, current and former staff of the three schools, local people and businesses and other friends and supporters. By engaging with, fostering and enlarging this community, the ES aims to support the strategic objectives of ECI and to represent the interests of its members, encouraging them to participate in events and to support ECI's fundraising targets.

2. Organisation and Governance

- 2.1. Day to day running of the ES is undertaken by the ES Executive Team (ESET), which is based on the Eastbourne College campus and is made up of a team of ECI employees. This team is funded from a budget administered by ECI and is headed by the Director of Development. This team (current members are recorded in Appendix 4 for information) works together on the wider aim of the ES, which is to ensure that the ES community remains connected with ECI and with each other. Some members of this team, specifically the Development Director and the Development officer, focus on fundraising and are supported by the remainder of the ES team in this respect. As employees of ECI, the whole ES team is accountable to the ECI's Foundation and Development Committee (FADC), to which the Development Director reports.
- 2.2. The ES has assumed responsibility for conducting all of the activities which the Old Eastbournian Association (OEA) formerly undertook and acts on its behalf.
- 2.3. The ESET is supported by a committee (the ES Committee), who are volunteers representing all stakeholders described in s1.1.
- 2.4. A schematic description of how the ES operates is provided at Appendix 3

3. The ES Committee

3.1. Role

- 3.1.1. To support the ESET on its **programme of events and offer advice and expertise as requested.**
- 3.1.2. To propose, develop, drive and facilitate **other events and activities** outside the programme developed by the ESET, using their administrative support where necessary. These will include careers and networking activity, growing the membership of the ES, promoting ES merchandise etc.
- 3.1.3. To support the activity of the **parents' associations** of St Andrew's (Friends of St Andrew's – FoSA) and Eastbourne College (Eastbourne College Parent Connect – ECPC) and participate in, enhance and enrich any fundraising initiatives those associations undertake. At the College, this involves co-ordinating with the Hsms, who will be expected to promote and support the activity of parent associations.
- 3.1.4. To support and encourage the activity and establishment of **alumni sports societies/associations**, approving financial grant applications where appropriate.
- 3.1.5. To help **coordinate OE and OA sporting fixtures**, festivals and teams.
- 3.1.6. To provide leadership on matters related to the activities of other **Old Eastbournian, Old Androvian and Old Aschamian groups.**
- 3.1.7. To help the ESET establish and drive an **'In Memoriam Giving'** programme, enabling bereaved parents and friends of former pupils or others connected with the ES to create an enduring memory of their loved one at the school.
- 3.1.8. To support the ESET to increase engagement with and membership of the **Devonshire Society.**
- 3.1.9. To support the ESET to **establish a legacy club for St Andrew's** where pupils did not go on to attend Eastbourne College
- 3.1.10. To help ensure that the links between the schools and their **local communities** flourish and endure. This will involve on occasions fielding individuals to attend events on behalf of ESET and the ES.

3.2. Composition

- 3.2.1. The committee shall comprise officers from the ESET (in attendance apart from the Development Director, who shall be a Member) and volunteers (hereinafter 'Members') drawn from the ES membership, and who, in addition to wider membership responsibilities, shall take responsibility for specific activities, as described in Appendix 1.
- 3.2.2. The committee will be led by a Chair, supported by a Vice Chair & Treasurer
- 3.2.3. A secretary for meetings will be appointed by the Chair for each meeting
- 3.2.4. Chair and Vice-Chair should typically have a good understanding of ECI's strategy and a commitment to its mission and values. They should seek to establish good relations with ECI's senior leadership team and Governors, in particular members of the FADC. Regular communication with the Director of Development and the ESET is an important part of these roles.
- 3.2.5. It is expected that Members will serve for a period of up to 3 years in the first instance, though certain roles will coincide in term with a child's tenure at the school (see Appendix 1).
- 3.2.6. Members may offer themselves for re-election after 3 years.
- 3.2.7. Members are encouraged to identify their own replacements at the end of their term.

3.3. Meetings

- 3.3.1. The committee shall meet three times per annum plus ad hoc meetings as required.
- 3.3.2. Members are encouraged to attend in person (and Members' locations will be considered when fixing venues), however it will be possible for Members to participate virtually, through phone or video.
- 3.3.3. Voting: all Members (those denoted as 'Members' in the 'Capacity' column of Appendix 1) shall have the right to vote on any issue but the objective is to reach agreement by consensus
- 3.3.4. Quorum: Chair or Vice Chair plus at least one Member and the Development Director or her/his deputy
- 3.3.5. Agenda: an example of standing agenda items is attached at Appendix 2

3.4. Financial authorities

- 3.4.1. The ES is funded through a long-standing arrangement with ECI, and the budget for its activities is included within the overall budget managed by the ESET. This budget resources the costs of personnel, office administration, event management and fundraising of the ESET; it also includes an annual financial contribution to the ES (via the OEA bank account), which has historically funded the making of grants to alumni sports associations and some of the costs of producing the Old Eastbournian magazine. This contribution has never been adjusted since inception but, with effect from the financial year starting 1st September 2025, the Chair and Vice Chair will discuss and agree with the ECI COO the appropriate level of this contribution for the forthcoming 3-year cycle. For the avoidance of doubt, all funding for the Committee's activities shall be provided through the ESET budget agreed with ECI as part of its normal budgetary arrangements. ECI has expressed the wish that all activities organised by the ES and alumni sports associations become, over time, self-funding.
- 3.4.2. The day-to-day responsibilities for managing the OEA bank account will rest with the Vice Chair & Treasurer and the Development Director, both of whom are signatories to the account. They have delegated authority for the approval and making of payments, which are established and approved by the Committee on a periodic basis. Note that the ESET does not have a bank account, its funding being administered by ECI.

Appendix 1: Eastbournian Society Committee membership

Position	Activity	Incumbent	Capacity	Term
Chair	Leads the committee	Ian Henley	Member	3 years
Vice-chair and treasurer	Deputises for chair; coordinates finances with the development director	Darren Meek	Member	3 years
AE Chair	Chairs AE	Vicky Henley	By invitation	Ex officio
Community lead	Works with Eastbourne communities to foster engagement / new membership	Chris Neighbour	Member	3 years
Development director	Leads the ESET team	Emma Garrett	Member	Ex officio
Devonshire Society lead	Engages and recruits Dev Soc members	James Fok	Member	3 years
ECPC chair	Leads the organisation of leisure and fundraising events for parents of Eastbourne College	Mike Lawrence	Member	Ex officio
Emeritus member	Provides advice and continuity to committee	Eric Koops	Member	Until 31 Dec 25
FoSA chair	Leads the organisation of leisure and fundraising events for parents of St Andrew's	Zoe Harris	Member	Ex officio
Futures	Head of futures ECi; Works with ES members to help pupils identify career opportunities	Sarah Gordon	Member	Ex officio
In Memoriam Giving lead	Develops initiatives to memorialise lost children / partners / friends	Tbd	Member	3 years
OE rep	Liaises with OEs and helps facilitate events / gatherings	Alex Vanotti	Member	3 years
Old Androvian rep	Liaises with OAs and helps facilitate events / gatherings	Chris Meikle	Member	3 years
Old Aschamian rep	Liaises with OAs and helps facilitate events / gatherings	Jon Seymour	Member	3 years
Secretary	Co-ordinate meeting and minutes	John Thornley		
Sports Lead	Champion and promote alumni sport, coordinating with the ECi heads of sport	Joe Pocklington	Member	3 years
Sports Lead	Champion and promote alumni sport, coordinating with the ECi heads of sport	Ben Twine	Member	3 years
Sports Lead	Champion and promote alumni sport, coordinating with the ECi heads of sport	Tbd	Member	3 years

Appendix 2

Sample Agenda for ES Committee meetings

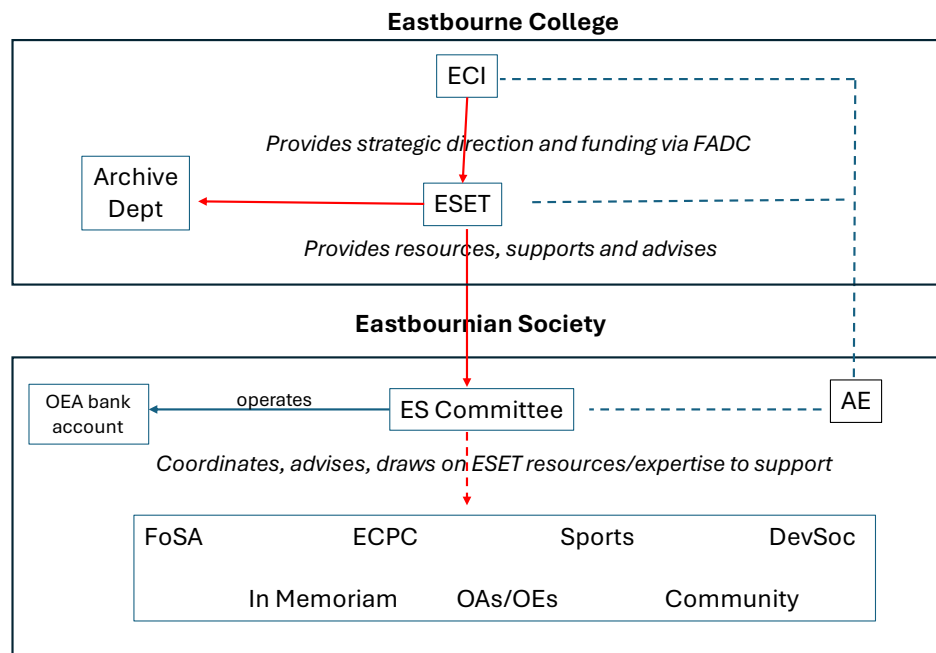
1. Apologies for absence	Secretariat
2. Conflicts of interest	Chairman
3. Minutes of last meeting	Chairman
4. Matters arising	Chairman
5. Chairman's welcome and comments	Chairman
6. Development Director – fundraising and other ESET* priorities	Development Dir
7. Reports from Members on areas of responsibility (as required)	Members
8. Finance report	Treasurer
9. AOB	All
10. Reflections on the meeting	Selected Member

*Eastbournian Society Executive Team (ie the Development Office personnel)

Appendix 3

Schematic description of Eastbournian Society 'ecosystem'

(all acronyms as per Terms of Reference)



Appendix 4

List of Current ES staff (as at 27 Feb 2025)

Emma Garrett – Development Director (Full time)

Helen Medlycott – Eastbournian Society and Development Office Administrator (9.00am – 5.00pm except Wednesdays. Term time only)

Liz Silvester – Development Officer (Full time)

David Blake – Database and Communications (Tuesday, Thursday, Friday 9.00am-5.00pm all year round)

Jayne Hopton – Eastbournian Society Appeal Administrator and Cross-charity Liaison Officer (Mondays, Tuesdays, Wednesdays all year round, one day at St Andrew's)

Kim Richardson – Events Officer, Eastbournian Society (Tuesday, Thursday and Friday 8.30am – 5.00pm all year round)

John Thornley – Admin Support Specialist and ES Events (works for Chris Symes as well as ES term time only)

Paul Jordan – Archivist (Tuesdays, Thursdays, Fridays all year round)

Chris Laughton – OA Administrator, based at St Andrew's (8 hours a week, term time only)