

Terms of Reference

Peter Scott Gallery Charitable Trust (PSGCT)

Updated March 2026

Background

The Peter Scott Gallery is a constituent part of Lancaster Arts, a combined arts organisation and part of the National Portfolio of Arts Council England (ACE) and is integral to Lancaster University. Lancaster Arts is hosted, funded and governed by Lancaster University as well as answerable to Arts Council England's aims and policies through its status as a National Portfolio Organisation. An annual strategic plan responds to the vision and objectives of both ACE and the University. The Peter Scott Gallery has been an Accredited Museum since 2010 with responsibility for a university art collection. The collection is diverse and includes prints, paintings, drawings, sculpture, ceramics, antiquities and contemporary works.

The Peter Scott Gallery Charitable Trust was established in 2001, initially to have a custodial role over the Irene Manton bequest, a substantial holding of artworks bequeathed in 1988 by Professor Irene Manton. The Trust works closely with Lancaster Arts to grow and develop the Peter Scott Gallery collection, and the relationship between the University and the Trust is set out in an agreement ratified by both parties.

Lancaster Arts has two tiers of governance that sit alongside the PSGCT:

1. The Lancaster Arts Board (LAB) is comprised of internal and external members and is chaired by a respected figure in the cultural sector nationally. The LAB meets quarterly, and reports to Arts Council England in the same timeframe. It also meets on an annual Away Day and has specific sub-groups. The LAB sends an annual Assurance Report to the Council, the University's governing body.
2. The Ideas & Connectors Group is comprised of a diverse range of people and acts as a sounding board to Lancaster Arts; meeting three times a year.

The Director is responsible for the artistic direction and operational resilience of Lancaster Arts; the Curator forms part of the Lancaster Arts Senior Leadership Team and is responsible for the collections and their development and is the Secretary for the PSGCT. The Museum works with staff and volunteers – staff roles are set out and monitored through Lancaster Arts and Lancaster University's staff management processes. Volunteers work with Lancaster Arts in different roles; Gallery Volunteers working for The Museum are managed by the Assistant Curator.

The Peter Scott Gallery Charitable Trust plays a critical role in overseeing and developing the collection and ensures compliance with Accreditation guidelines. A Collection Strategy and Forward Plan has been agreed for the period of 2023 to 2026. This will be renewed with the appointment of new Trustees.

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- PSGCT meetings will be held quarterly and hosted as live meetings at the University with online participation, as deemed necessary. Specific urgent requests or special matters may be dealt with through emails or online zoom meetings. Any emergency meetings will be held online only to enable maximum participation.
- There will be an annual Away Day with the Lancaster Arts Board and Trustees will be invited to join a portion of this day to enable governance to be coherent across the combined arts organisation.

- Term of office is a minimum of 3 years and a maximum of 4 years with a process of rotation to enable new trustees to join who offer broader representation. A term of office can be extended once so Trustees can apply for a second term.
- PSGCT Trustees manage the resources of the Trust in line with the objects set out in the original declaration of Trust and objectives set out in the current Collection Strategy and Forward plan and Collection Development policy. The Curator is supported to ensure a timely and accurate submission of annual Charity Commission returns, and the development and delivery of policies and plans to meet and maintain Accreditation standards.
- PSGCT Trustees support and shape the future of the University art collections within Lancaster Arts' wider strategic direction, including taking decisions around developing the collections and their management.
- PSGCT trustees will be expected to attend a minimum of 2 meetings a year and attend Lancaster Arts and Gallery events and exhibitions.
- PSGCT trustees will act as ambassadors for the visual arts programme and management of the collection, bringing new and fresh ideas for its vision and direction and advocating on its behalf to external bodies and individuals.

Trustee membership

The number of members will comprise 5, including one appointed by the University (currently the Executive Dean of the Faculty of Arts and Social Sciences) and 4 recruited by the Trustee group.

The Chair of the Peter Scott Gallery Charitable Trust will be an arts professional with an international profile and a breadth of scope and understanding of the cultural sector, in particular, museums and galleries.

The Peter Scott Gallery Charitable Trust must reflect the rich diversity of the northwest and ensure there are a range of perspectives to draw upon in our governance. We are committed to attracting and recruiting more representative candidates, in particular disabled, D/deaf and/or neurodivergent people and those from Black, Asian and ethnically diverse backgrounds. We particularly encourage Expressions of Interest from people in these groups.

Support for travel expenses will be available for freelancer/ student members.

A breadth of membership will be sought to include the following knowledge, skillsets and aptitudes

- A diversity of age and an equitable balance of gender
- Strong connections to local communities (of place and interest)
- Strong connections to international opportunities within the museum sector
- Museum specialism at a high level
- Practicing artists
- Academics in the field of visual arts
- Knowledge of the funding ecologies (within the university and external)