



Board Operating Procedures

Purpose

To set out how the Board of Directors of Everyday English Ltd conducts its business in compliance with the Companies Act 2006 and the company's Articles of Association.

Policy Statement

Everyday English Ltd is committed to transparent, ethical and effective governance. The Board of Directors is responsible for setting the strategic direction of the organisation, ensuring legal compliance, and protecting its assets, reputation, and mission.

Legal Framework

- Companies Act 2006 (Sections 170–177) – Directors' Duties
- Articles of Association of Everyday English Ltd
- UK Corporate Governance Code (as applicable to private companies)

We will:

- Hold at least four board meetings per year, with additional meetings convened when necessary.
- Circulate meeting agendas and papers at least 7 days in advance.
- Ensure quorum is met as per the Articles of Association (minimum two directors unless otherwise stated).
- Make decisions by simple majority, with the Chair having a casting vote in the event of a tie.
- Keep accurate minutes of meetings, approved at the subsequent meeting and stored securely for at least 10 years.
- Delegate certain powers to committees or officers as appropriate, while retaining overall responsibility.
- Ensure all directors are inducted into their roles, duties and the governance structure of the organisation.

Breach of Policy

Directors who fail to meet these standards or act in breach of their statutory duties may be subject to removal from the Board in accordance with the Articles of Association and the Companies Act 2006.

Review

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025