

NCG College Boards

Terms of Reference

1. Membership

1.1. Each College Board shall comprise of at least six members plus:

- The College Principal.
- A student member, nominated and elected by the students at the College or the President of the Student Union, as applicable.
- A staff member, nominated and elected by the staff at the College.
- A parent member, nominated and elected by parents of students at the College (*Newcastle Sixth Form College only*).

Membership should include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. Collectively, members of the College Board should have recent, relevant skills and or experience in:

- Quality and Curriculum (from an education, and preferably FE, background).
- Education and Training.
- Working with learners.
- Apprenticeships.
- Higher Education.
- Safeguarding.
- Equality, Diversity, and Inclusion.
- Representation of local employers, other education providers, civic, the community, and regional bodies.

- 1.2. The central Governance team shall organise the election of staff, student, and parent members (as applicable) following support and instruction from the Secretary to the Board.
- 1.3. An individual may not be appointed to the College Board if they would be ineligible for membership of the Corporation under the Instrument & Articles of Government. Members shall be required to declare their eligibility in a form prescribed by the Secretary to the Board.
- 1.4. An individual may not serve as both a member of the College Board and a member of NCG Corporation, unless there are exceptional circumstances whereby the Corporation Board have provided their approval.
- 1.5. All independent governor appointments to the College Board will take place via the Search Committee and are subject to approval by the Corporation.
- 1.6. Appointment of the Chair will be made via the Search Committee in line with published procedures.

The Principal, staff and student members shall be ineligible to be appointed as Chair or Vice Chair.
- 1.7. The College Board shall nominate Link Governor Roles for Safeguarding and Equality & Diversity. Other Link Governor roles may be established as deemed appropriate by the College Board.
- 1.8. Every member of the College Board shall act in the best interests of NCG and shall not be bound to speak or vote by mandates given by any other body or person. Where this is felt to be at odds with local priorities this matter should be raised formally with the Corporation via the Secretary to the Board.
- 1.9. The members of the College Board shall be subject to the same requirements to declare interests as members of the Corporation. The Secretary to the Board shall gather declarations of interests from members.
- 1.10. In addition, members of College Boards should ensure compliance with the Nolan standards in public life.

2. Terms of Office

- 2.1. The Principal shall serve for the period of appointment as Principal.
- 2.2. The student governor shall serve for one academic year with an option to be reappointed for a maximum of two years in total. If the student ceases to be a student, their membership on the College Board will automatically and immediately cease.
- 2.3. The staff governor shall serve for two academic years with an option to be reappointed for a maximum of four years in total. If the staff member ceases to be a staff member of the College, their membership on the College Board will automatically and immediately cease.
- 2.4. The parent governor (where applicable) shall serve for two academic years (if the parent ceases to have a child attending the College, their membership on the College Board will automatically and immediately cease).
- 2.5. For independent governors, the initial period of office shall normally be four years. Upon reappointment (where appropriate), the period of office will be up to four years and set with consideration of the risk that a number of members might leave the College Board at the same time. The maximum total term of office shall be eight years, except where exceptional circumstances are noted where additional time may be permitted.
- 2.6. The Search Committee may recommend that the Corporation remove a member of the College Board who:
 - Has not attended a meeting for a period in excess of six months without the permission of the College Board.
 - Is unfit or unable to discharge the functions of a member.
 - Becomes ineligible for membership.
 - Does not comply with requests relating to training and declaration of interests.

This list is intended as a guide and is not exhaustive.

- 2.7. The Corporation reserves the right to appoint or remove members and where this happens the basis will be clearly communicated. All matters will be discussed with the Chair of the College Board in advance of decisions being taken (except where the matter relates to the College Board Chair).

3. Meetings

- 3.1. The College Board will normally meet four times per year. Meeting dates are to be aligned to the calendar of reporting. Additional meetings may be called as necessary, in agreement with the Chair of the College Board.
- 3.2. Meetings of the College Board shall be quorate if at least four members are present. If the number of members present for a meeting of the College Board does not constitute a quorum, the meeting shall not be held. If during a meeting there ceases to be a quorum, it has been agreed by the Corporation Board that the meeting may continue, however no decisions are to be taken.
- 3.3. The Clerk to the Corporation will act as Clerk to the Committee.
- 3.4. Every question to be decided at a meeting of the College Board shall be decided by a majority of votes cast by the members present. In the event of a tied vote, the Chair shall have a second or casting vote.
- 3.5. Only members of the College Board and the Clerk have the right to attend meetings. However, other individuals such as members of senior management may be invited to attend for all or part of any meeting, particularly where their area of responsibility is under discussion. Where someone has been invited to attend, they shall be entitled to attend and speak at such meetings, but not to vote.
- 3.6. It is important however that at no time can the number of invited attendees exceed the number of governors present.
- 3.7. The College Board may invite the Corporation's advisers or other third parties to attend meetings of the College Board as appropriate (such persons shall not have a vote but shall be entitled to speak at the meeting).

- 3.8. The Governance Team will ensure that secretarial support is provided for the College Board and that the College Board operates within the agreed frameworks established by the Secretary to the Board.

4. Minutes and Papers

- 4.1. The Governance Team will normally provide written notice of each meeting and an agenda at least seven days in advance.
- 4.2. Having regard to the criteria for confidentiality used by the Corporation, separate minutes will be prepared for the non-confidential and confidential items.
- 4.3. All minutes will remain confidential until they are reported to the Corporation. Any minute which provides personal information about an individual or meets other NCG's other criteria for confidentiality shall remain confidential.
- 4.4. At every College Board meeting the minutes of the last meeting shall be taken as an agenda item, and, if agreed to be accurate, shall be approved as a true record
- 4.5. The Clerk to the Corporation shall present the approved minutes at the next scheduled meeting of the Corporation.

5. Sub-Committees

- 5.1. If an exceptional situation arises, the College Board may propose the creation of permanent or time-bound sub-committees.
- 5.2. The proposed creation of any such sub-committees shall be subject to approval by NCG Corporation.

6. Terms of Reference

- 6.1. The Terms of Reference for the College Boards are to focus on the following strategic areas:

- College Strategy & Business Planning

The College Board are responsible for establishing, approving, and monitoring the College's strategy and annual Accountability Statement. Specifically this will include (but not be limited to):

- Contributing to and approval of the strategic plan.
- Contributing to and approval of the Accountability Statement.
- Receipt, consideration, and challenge of regular reports in relation to the above documents.

- Relationships (Students, Staff and Stakeholders)

The College Board are responsible for ensuring that the College establishes and maintains appropriate relationships; ensuring that knowledge and understanding obtained inform the operation and development of the College. Specifically, this will include but not be limited to:

- Ensuring there is collaboration with employers and other bodies / groups to ensure the range and content of provision is aligned with local, regional, and national priorities in accordance with NCG's statutory requirements under the Duty to Review.
- Ensuring the College has a student and staff voice and that the messages received are used to inform College operation.

- Knowledge and Appropriateness of the Curriculum (the Product)

Based on the College strategy and Accountability Statement, , and knowledge gained through relationships, the College Board will seek assurances that the College curriculum offered is carefully considered and researched to meet the needs and requirements of the community, national and regional skills priorities, and any specific requirements of

local students, employers, and stakeholders. Specifically, this will include but not be limited to:

- Understanding the rationale and having oversight of the purpose of the curriculum strategy, as part of the College Strategic Plan.
- Monitoring data (including enrolment, retention, and continuation) regarding the curriculum offer.
- Providing oversight of the curriculum.

- Quality of Delivery (The Service)

Having established the appropriateness of the curriculum, the College Board is responsible for ensuring the academic quality of the offer. Specifically, this will include but will not be limited to:

- Monitoring quality performance and providing challenge to local management through defined lines of enquiry and in-year challenge / support on emerging risks / areas of strength.
- Knowledge and support / challenge to the College's approach to securing and sustaining improvements in teaching, learning and assessment.
- Challenging and supporting the Senior Leadership Team to ensure staff improve teaching through incisive performance management.
- Monitoring progress and performance of different groups of learners to help reduce the likelihood of under achievement and attainment gaps.

- Student Experience, Outcomes and Destinations

The College Board are responsible for the 'closure of the loop', ensuring that the College performs strongly in relationship to student experience, outcomes, and future destinations. Specifically, this will include but not be limited to:

- Monitoring progression and destinations.
- Challenging and supporting the Senior Leadership Team to ensure the provision of accurate, timely and impartial careers guidance.
- Monitoring complaints and learner feedback surveys.

- Safeguarding and Equalities

The College Board are responsible for ensuring appropriate and compliant procedures to ensure the Safeguarding of learners and staff, as well as monitoring the progress of Equality, Diversity, Inclusion and Belonging, in line with NCG's policy and strategy.

- Monitoring Safeguarding & EDI data.
- Maintaining the statutory duties of governors and leaders to protect their students and staff from risk of harm.
- Monitoring the currency and effectiveness of internal policy, training, and procedures, and understanding the current risks to learners.
- Monitoring and responding to the actions associated with equality, diversity, inclusion and belonging to ensure that all learners achieve their potential in line with NCG's mission.

- Other Duties

In addition to the core themes of work noted above the College Board will additionally contribute to:

- Monitoring local risks in line with the Scheme of Delegation and the NCG Risk Management Framework.
- Receive information in relation to financial and human resource performance.



- Review and progress the development of the College's culture, in line with NCG Values and Behaviours.