

# Terms of Reference



College Board	
1. APPROVING BODY	Corporation Board
2. DATE APPROVED	September 2024
3. PURPOSE	<p>The purpose of the College Board is to ensure that:</p> <ul style="list-style-type: none"> <li>the College supports economic prosperity and social mobility through the provision of a highly skilled pipeline of talent to its local community and beyond;</li> <li>the College curriculum is informed by and responsive to the skills and education needs of the local economy and more widely; and</li> <li>the College strives to be an anchor institution within its locality, with a reputation for high performance and standards.</li> </ul>
4. RESPONSIBILITIES	<p>College Boards shall have the following responsibilities:</p> <p><b>Skills and Curriculum</b></p> <p>4.1 Use local knowledge and subject matter expertise to advise the College on any skills and employability needs and issues which will have the most impact at a local level.</p> <p>4.2 Explore new lines of curriculum development and qualifications to meet local needs.</p> <p>4.3 Scrutinise Local Skills Improvement Plans, partnership arrangements and their future equivalents to ensure they are aligned to the needs of the local economy and the college strategy.</p> <p><b>Strategy</b></p> <p>4.4 Review and recommend the College Strategy to the Corporation Board for approval.</p> <p>4.5 Review and recommend the annual self-assessment report (SAR) to the Corporation Board for approval.</p> <p>4.6 Review and recommend the annual Accountability Statement to the Corporation for approval.</p> <p><b>Performance</b></p> <p>4.7 Monitor performance in relation to key college metrics via the Principal's report and other sources of data where appropriate, such as progress reports on major initiatives and projects.</p>
5. AUTHORITY	<p>The College Board shall have the authority to:</p> <p>5.1 Escalate any risks or issues to the Corporation where necessary;</p> <p>5.2 Invite other individuals with relevant skills, experience or expertise to attend meetings as necessary;</p> <p>5.3 Other authorities as may from time to time be delegated to it by the Corporation Board.</p>

<b>6. GOVERNANCE, ACCOUNTABILITY &amp; REPORTING</b>	The College Board is accountable to the Corporation Board and shall report to it annually on its exercise of its accountabilities; and on its own performance as a Board. The College Board will report to the Corporation Board on its proceedings after each meeting on all matters within its responsibilities.
<b>7. CHAIRPERSON</b>	The College Board is accountable to the Corporation Board and shall report to it annually on its exercise of its accountabilities; and on its own performance as a Board. The Committee shall be chaired by an independent member of the College Board.
<b>8. MEMBERSHIP</b>	<p>The College Board shall comprise at least 10 members including representation from the following Ofsted stakeholder categories:</p> <ul style="list-style-type: none"> <li>• Employers (3-5)</li> <li>• Education</li> <li>• Civic</li> <li>• Community</li> <li>• Student</li> <li>• Staff</li> </ul> <p>The Principal and relative Executive Principal shall also be members.</p> <p>Membership of each College Board shall be reviewed annually by the Search, Nominations &amp; Governance Committee to ensure that it continues to reflect best practice and the requirements of governance within the Group.</p>
<b>9. IN ATTENDANCE</b>	<p>The following individuals shall be in attendance:</p> <p>9.1 Governance Professional</p> <p>9.2 Members of the wider Principalship team.</p>
<b>10. QUORUM AND ATTENDANCE</b>	<p>10.1 A quorum shall be six.</p> <p>10.2 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, the meeting may continue, however no decisions are to be taken.</p> <p>10.3 Prior notice of absence must be provided to the Chair and the Clerk no less than 24 hours in advance of the meeting.</p>
<b>11. VOTING</b>	<p>11.1 Decisions of the College Board shall be reached by consensus;</p> <p>11.2 Any action required or permitted to be taken by the Board may be taken without a meeting if (i)</p> <p>11.2.1 the Chairperson calls for such action to be taken by written consent, which includes email and;</p> <p>11.2.2 the written consents are filed with the records of the meetings of the Board.</p>
<b>12. MEETING ARRANGEMENTS</b>	<p>The following arrangements shall be observed for meetings of the College Board:</p> <p>12.1 Meetings shall be held at a minimum on a termly basis;</p> <p>12.2 Additional meetings shall be held at the call of the Chair, or at the request of one-third of the Group/Committee's members;</p>

	<p>12.3 Written notice of the date, time and place of the meeting shall be provided to each member at least five working days in advance.</p> <p>12.4 Meetings shall include an agenda and matters not specified on the agenda may be taken up at the meeting at the discretion of the Chair.</p> <p>12.5 The agenda together with the relevant reports and documents will be forwarded to members at least five working days in advance to enable preparation prior to meetings.</p> <p>12.6 The Governance Professional shall keep minutes of all meetings which will include the following:</p> <ul style="list-style-type: none"> <li>• Persons in attendance</li> <li>• Date and duration of meeting</li> <li>• Expressions of conflicts of interest</li> <li>• Identification of topics discussed</li> <li>• Recommendations and decisions made</li> <li>• Actions taken</li> </ul> <p>12.7 A Chair's Assurance &amp; Escalation Report shall be approved by the Chair and submitted to the Corporation. Reports shall also be submitted to members for approval at the next meeting and retained by the Governance Professional within the meeting records.</p> <p>12.8 Meetings will not be recorded.</p>
<b>13. CONFIDENTIALITY</b>	Members are encouraged to communicate key decisions and issues for the purpose of delivery of the objectives of the College Board however members are expected to hold confidential deliberations in the strictest of confidence, and when in doubt should consult with the Chair.
<b>14. CONFLICT OF INTEREST</b>	The Governance Professional shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and record them. Where it is deemed by the Chairperson that a conflict exists, the member will be excused from deliberations and must abstain from voting on any resolution in which he/she and/or his/her associates have a material interest.
<b>15. TERMS OF REFERENCE</b>	The College Board shall review its Terms of Reference annually to ensure it is operating at optimum effectiveness and recommend any changes it considers necessary to the Corporation.
<b>16. NCG VALUES</b>	Members have a collective and individual responsibility to conduct themselves in a manner which reflects the NCG values.
<b>17. REVIEW OF PERFORMANCE</b>	The College Board shall review its performance annually.