

Terms of reference For Academic Board

1 Purpose and Scope

1.1 The Academic Board is responsible, within the framework of the ACL and the overall responsibilities of the Education Committee under the ACL Terms of Reference, for the development and oversight of the academic work of ACLT.

1.2 The Academic Board shall assist and support the ACLT Management Board in the exercise of the Board's responsibilities as the academic authority of ACLT and shall provide advice to the Chair of the Academic Board, if that advice is sought.

2 Authority

2.1 The Academic Board is responsible to and reports to the ACLT Management Board.

2.2 The Academic Board has the power to form ad hoc sub-committees and working groups. The Board and those sub-committees may invite other persons to attend from time to time as appropriate to contribute to any issues under consideration.

3 Terms of Reference

3.1 The Academic Board's overriding functions shall be to:

- a) Safeguard the standards of academic awards and of professional qualifications and ensure compliance with the CLSB Training and CPR Rules and Aims and Outcomes where applicable;
- b) ensure that each programme of study is delivered in a manner that provides, in practice, a learning opportunity and resources which give students a fair and reasonable chance of achieving the academic standards required for successful completion;
- c) ensure that ACLT fosters an ethos of inclusive practice and operates in accordance with the Equality Act 2010 and that all aspects of provision

are available to individuals with protected characteristics, where reasonable; and

- d) proactively review, promote and disseminate internal and external initiatives and developments that will enhance academic and professional practice, programme delivery and the student experience within ACLT.

3.2 In carrying out the functions described above the Academic Board shall monitor and review operational practice in the implementation of academic policy, academic regulations and quality management procedures.

3.3 Consistent with the findings of monitoring and review the Academic Board shall make regular reports to the ACLT Management Board, including recommendations on action plans to enhance academic standards and desirable revisions of, or enhancements to, academic policy, academic regulations and quality management procedures.

3.4 To assist it in its provision of advice to the ACLT Management Board, the Academic Board shall receive:

- a) From the Head of Education an annual overview report, and other reports as necessary, on
 - I. the effectiveness of the internal quality assurance processes;
 - II. developments external to ACLT which have implications for the assurance of academic quality and standards, including developments in the UK Quality Code for Higher Education by the Quality Assurance Agency and in the requirements of relevant professional bodies; and,
 - III. where the Academic Board deems this appropriate, recommend action plans for the consideration of the ACLT Management Board.
- b) from the Head of Operations, reports on the provision of resources and their appropriateness in supporting the student learning experience;
- c) from the Head of Education, Teaching and Assessment Enhancement, an annual report on the pedagogic effectiveness of staff, and on initiatives in learning teaching and assessment;
- d) from the Education Manager reports on the initiatives, best practices and issues in programme design, development and delivery;
- e) from the Chair of the Student Council and Board of Study, reports on student progression, retention and achievement, and on enhancement initiatives in response to identified areas for improvement.

3.5 In fulfilling the duties set out above the Academic Board shall:

- a) carry out such other functions as are set out in the operational processes for the assurance of academic quality and standards that the ACLT Management Board may from time to time determine;

- b) provide a forum for office holders for the presentation and debate of ideas, initiatives and plans for the development of academic and professional courses, and other matters that fall within the Academic Board's remit relevant to ACLT's academic development plan;
- c) advise the ACLT Management Board on those standing and specific matters that the ACLT Management Board refers to the Academic Board for its advice. The Secretary to the ACLT Management Board shall maintain a list of those items identified as standing items;
- d) undertake such other functions as the ACLT Management Board may from time to time delegate to the Academic Board.

4 Constitution

4.1 There shall be an Academic Board of no more than fourteen (14) members. The Board members shall comprise:

- a) Head of Education (Chair)
- b) Chair and Vice-Chair of the Management Board
- c) Head of Operations
- d) Education Manager
- e) Up to 8 members of the tutoring team
- f) Two student representatives from the student Council
- g) up to two co-options as determined by the Board from time to time.

5. Voting and Recommendations

5.1 It is expected that decisions of the Academic Board will be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting.

5.2 In the event of an equality of votes being cast, the Chair of the meeting shall have a second or casting vote. A record of voting shall be minuted.

6. Meetings

6.1 Conduct of Meetings and Minutes will be in accordance with the procedures set out by ACLT.

6.2 The meeting will be Quorate if attended by half the Board Members including the Chair.

6.3 A Board Secretary, appointed by the Chair, will minute the meetings on

behalf of the Board but will not take part in the voting of the Board. The Board Secretary is the Education Manager.

6.4 The Management Board shall normally meet at least twice in each academic year.

6.5 Circulation of Papers (electronic format)

- a) All members of the Group
- b) Persons specifically invited by the Chair to attend

6.6 Circulation of Agenda only:

- a) The ACLT Management Board