

## **West Lancashire College Board Terms of Reference**

### **1. Terms of Reference**

#### **1.1 Oversee local relationships with stakeholders**

1.1.1 Maintain an understanding of effectiveness informed by stakeholder views

1.1.2 Ensure there is collaboration with employers and others to ensure the range and content of provision is aligned with local, regional and national priorities

1.1.3 Ensure there is evidence of working with the Local Enterprise Partnership (LEP) and other regional bodies to ensure provision takes account of their priorities

1.1.4 Ensure the College has a student voice

1.1.5 Ensure the College has a staff voice

#### **1.2 Comment on College business plans as they are developed**

#### **1.3 Oversee Quality of Provision in the College**

1.3.1 Monitor quality performance and provide challenge to local management

1.3.2 Monitor progress and performance of groups of learners so none underachieves

1.3.3 Secure and sustain improvements in teaching, learning and assessment

1.3.4 Challenge and support the Senior Leadership Team to ensure staff improve teaching through incisive performance management

1.3.5 Monitor progression and destinations and challenge College management

1.3.6 Challenge and support the Senior Leadership Team to ensure the provision of accurate, timely and impartial careers guidance

- 1.4 Ensure the College complies with NCG policy in respect of:
  - 1.4.1 Child Protection and Safeguarding Vulnerable Adults
  - 1.4.2 Equality and Diversity
  - 1.4.3 Risk Management
  - 1.4.4 Subcontracting Provision
  - 1.4.5 Supply Chain Fees and Charges Policy
- 1.5 Monitor local risks in line with the Scheme of Delegation and the NCG Risk Management Framework
- 1.6 Review and monitor progress in the College and challenge College leadership on:
  - 1.6.1 The development of culture in the College in line with NCG Values and Behaviours
  - 1.6.2 Human Resources
  - 1.6.3 Complaints and learner feedback
- 1.7 Receive information relating to the College on:
  - 1.6.1 Financial performance
  - 1.6.2 Issues arising in the areas of Disclosure Policy, Information Policy or the Code of Practice on Freedom of Speech
- 1.8 Make statements on behalf of the College, but not on behalf of the Corporation
- 1.9 Provide the Corporation with an annual statement regarding performance against delegated authorities
- 1.10 Make recommendations to the Corporation on appointments to vacancies on the College Board

## **2. Membership**

- 2.1 The College Board shall comprise 10 members including:
  - The College Principal
  - A student member, nominated and elected by the students at the College
  - A staff member, nominated and elected by the staff at the College

- 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 experience in:
    - Employers and or local or regional bodies and their needs
    - Education and training
    - Finance
    - Marketing
    - Safeguarding
    - Equality and Diversity
- 2.2 The College Board shall nominate individual members to enhance oversight by the College Board and ensure the awareness of all members is maintained in the areas of:
- Safeguarding, including Prevent
  - Equality and Diversity
- 2.3 Each College Board may plan for succession to the role of Chair of the College Board. When a vacancy for the role of Chair arises:
- If an obvious successor is available:
    - The College Principal may discuss and agree the nomination with the Chief Executive and, through the Chief Executive, the Chair of the Corporation
    - The agreed nomination will be brought to NCG Corporation for approval.
  - Otherwise:
    - Applications from internal and external candidates will be invited by open advertisement of the vacancy
    - Short-listing and an interview will be carried out by a panel comprising:
      - members of the College Board and a member of NCG Corporation, where the College Board is established
      - members of the Corporation where the College Board is being established
    - The candidate selected by the panel will be nominated for approval by NCG Corporation
- 2.4 If the Chair is absent from a meeting of the Committee, those present shall select another member to chair the meeting. The Principal, staff and student members shall be ineligible to act as Chair, except to chair a meeting in the absence of the appointed Chair.
- 2.5 The Chair and the College Principal shall nominate suitable members as required. Appointments are subject to approval by the Corporation.
- 2.6 The College Principal shall organise the election of staff, student and parent members (as applicable). Appointments are subject to approval by the Corporation.

- 2.7 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 Clerk to the Corporation.
- 2.8 With the exception of the staff and student member, an individual may not serve as both a member of the College Board and a member of NCG Corporation. (This restriction shall not apply to individuals who were members of both the Corporation and an NCG College Advisory Committee on 12 July 2016 for the remainder of their current term as a member of the Corporation.)
- 2.9 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. The members of the College Board shall be subject to the same requirements to declare interests as members of the Corporation. The Clerk to the Corporation shall gather declarations of interests from members.

### **3. Terms of Office**

- 3.1 The Principal shall serve for the period of appointment as Principal.
- 3.2 The student member shall serve for one academic year.
- 3.3 For other members, the initial period of office shall normally be three years. On reappointment, the period of office will be up to three 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 nine years.
- 3.4 A staff member who ceases to be an employee of the College or a student member who ceases to be a student or a parent member who ceases to have any children attending the college shall immediately cease to be a member of the College Board.
- 3.5 The College Board may recommend that the Corporation removes from the membership of the College Board any member who:
- has not attended a meeting for a period in excess of six months without the permission of the College Board; or
  - is unfit or unable to discharge the functions of a member; or
  - becomes ineligible for membership.
- Any such recommendation should be forwarded to the Clerk to the Corporation.
- 3.6 The Corporation reserves the right to appoint or remove College Board members.

### **4. Meetings**

- 4.1 The College Board will normally meet at least 6 times each year on dates arranged by the College Board to align with a Calendar of Reporting approved

by NCG Corporation. Additional meetings may be called as necessary in agreement with the Chair of the College Board.

- 4.2 Meetings of the College Board shall be quorate if at least 40% of appointed 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, the meeting shall be terminated.
- 4.3 In the event of a vote, a 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.
- 4.4 The College Board may invite others to attend its meetings as appropriate. Meetings of the College Board will not be open to persons other than the appointed members, unless they are invited by special invitation.
- 4.5 Senior managers at the College should be invited to attend meetings of the College Board, particularly where their area of responsibility is under discussion, and shall be entitled to speak at meetings but not to vote.
- 4.6 The College Principal will ensure that secretarial support is provided for the College Board and that the College Board operates within whatever requirements are imposed by the Instrument & Articles of Government, any Standing Orders relating to committees and any working practices required by the Clerk to the Corporation.
- 4.7 The College Principal, supported by the Clerk to the Corporation, will normally provide written notice of each meeting and an agenda at least 7 days in advance.
- 4.8 Members will be required to keep any matters confidential that are identified as such by the Principal.

## **5. Minutes and Papers**

- 5.1 Having regard to the criteria for confidentiality used by the Corporation, separate minutes will be prepared for the non-confidential and confidential items.
- 5.2 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 signed as a true record.
- 5.3 The College Principal will forward to the Clerk to the Corporation draft minutes which have been approved by the Chair of the College Board. A copy of the signed minutes must also be provided when the minutes have been approved by the College Board.

- 5.4 The Clerk to the Corporation shall present the draft minutes at the next scheduled meeting of the Corporation.
- 5.5 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.

## **6. Sub-Committees**

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