



Terms of reference For ACLT Management Board

1. Purpose

1.1 The ACL Education Committee established a separate Management Board ('Board') of ACLT in 2015 and will maintain that Board on the terms set out in these Regulations.

1.2 The ACLT Board's role is to advise and make decisions at the operational level, within the parameters agreed in the business plan, working closely with the ACLT executive team.

2. Relationship with the Education Committee

2.1 The Education Committee, or by delegation from the Education Committee the Chair of the Committee, shall in their discretion, consult the Management Board on matters of an academic and professional educational character, and specifically shall consult on those matters where the Management Board has a stated responsibility for giving advice under these Regulations.

2.2 The Education Committee, or by delegation from the Education Committee the Chair of the Committee, shall seek the prior approval of the Management Board where, under these Regulations, the Management Board is required to give its approval.

2.3 The Education Committee, or by delegation from the Education Committee the Chair of the Committee, shall provide such assistance to the Management Board as is required for the Management Board to carry out its responsibilities for exercising a broad oversight over academic operations including the implementation of academic policies, academic regulations and academic procedures, and the Education Committee shall take due account of reports from the Management Board on its findings and consequential recommendations.

3. Terms of Reference

3.1 The ACLT Management Board shall be the academic authority of ACLT and shall take such measures and act in such a manner as shall best promote the academic and professional work of ACLT and safeguard the integrity and standards of its awards.

3.2 Acting in its discretion to give approval to a proposal by the Education Committee to make an appointment to the office of Chair of the Board.

3.3 Acting in its discretion to give approval to a proposal by the Education Committee to reappoint an acting Chair for a defined period of no more than six months, and, where proposed by the Education Committee, further reappointments with the Board's approval for defined periods of no more than six months;

3.4 Where the Management Board deems this to be necessary, reaching a determination that in its considered judgment the Management Board has lost confidence in the holder of the office of Chair, any such determination to be reported by the Council to the Education Committee.

3.5 When consulted by the Education Committee or, by delegation from the Education Committee by the Chair, the Management Board shall advise the Education Committee generally on matters of an academic and professional educational character. In so doing its advice shall be informed by recognised and accepted academic and professional standards both of relevant professional bodies and of UK higher education.

3.6 The Board shall give advice or make recommendations to the committee on the following in relation to ACLT:

- a) the educational character and objectives of ACLT;
- b) the academic development plan of ACLT;
- c) the introduction and closure of programmes;
- d) strategy for risk and change management;
- e) collaborative provision;
- f) agreements with other validating, accrediting or awarding bodies;
- g) awards, titles, and conferment of awards;
- h) procedures for the suspension and expulsion of students on academic grounds;
- i) an institution-wide critical review and report for the purpose of seeking continual accreditation from the CLSB;
- j) to establish policy and to approve regulations as appropriate governing the admission of students; and
- k) to 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.
- l) the financial performance, governance and profitability of ACLT

3.7 The Board shall have the following additional powers and functions in relation to ACLT:

- a) to establish policy, approve regulations and determine quality assurance and enhancement procedures, as appropriate, governing the content and teaching of higher education programmes of study, including:

- I. programme design;
- II. mode of study;
- III. evaluation and approval;
- IV. amendment;
- V. annual monitoring;
- VI. periodic review; and
- VII. closure of programmes of study.

b) to establish policy, approve regulations and determine quality management procedures, as appropriate, for the design and conduct of assessment at a standard appropriate to the award or award element, including:

- I. composition, duties and procedures of assessment/examining boards,
- II. the appointment and duties of internal and external examiners,
- III. the submission and marking of summative assignments,
- IV. aggregation of marks,
- V. progression,
- VI. final awards and classification,
- VII. suspected cheating,
- VIII. plagiarism and other irregularities;

c) to establish procedures for the award and conferment of qualifications and honorary academic titles;

d) to establish regulations and procedures governing student academic appeals and complaints;

e) to maintain oversight over operational practice in the implementation of academic policy, academic regulations and quality management procedures, and to report with recommendations, as appropriate to the Education Committee, including by reviewing annual reports on:

- I. an annual overview report of quality and standards, drawing upon the range of quality instruments and mechanisms employed by ACLT, from which a judgment shall be drawn as to the confidence ACLT may have in the academic standards of its awards, and identifying areas for attention; and,
- II. an annual report on the character of the academic community of ACLT including plans for staff development and enhancement; and,
- III. a summary report on the scholarship and pedagogic effectiveness of staff; and,
- IV. a summary report on the outcomes and action plans from annual programme monitoring;
- V. a summary report on the findings and action plans from external examiners; and,

- VI. a summary report on student recruitment, admissions and induction; and,
 - VII. a summary report on the operation and monitoring of student services; and,
 - VIII. a summary report on applications for complaints, concessions, appeals and independent review;
- f) by exercising a discretionary power to institute of its own volition an academic audit of any issue(s) that raise institution-wide interest/ concern, involve institution-wide policies, or matters arising out of the UK Quality Code for Higher Education of the Quality Assurance Agency for Higher Education in the United Kingdom. Where an audit has been conducted the Management Board shall report its findings to the Education Committee and shall advise on any appropriate action;
- g) to establish committees of the Board on such terms as the Board shall see fit.

4. Membership

4.1 There shall be a Management Board of up to ten (10) members. The Board members shall comprise:

4.2 Independent Chair of the Board and three Independent Board Members appointed by the Education Committee, at least one of which should have experience in the provision and management of education and training in the United Kingdom. The Independent Board Members shall be in addition to the Independent Chair of the Board. The Independent Chair of the Board may nominate a Deputy Chair from among the Independent Members to take the Chair, in his or her absence.

4.3 *Ex Officio* Members (and non-voting members) include the Chair of the Education Committee, one student representative from the ACLT Student Council and one academic staff representative elected by the employed staff of ACLT.

4.4 In addition, up to two further members may be co-opted by the Education Committee on the recommendation of the Management Board and with voting powers recommended by the Independent Board Members.

5. Reserved Business

5.1 The student representatives on the Management Board shall not be entitled to receive papers, participate in or be present for discussions relating to the admission or academic assessment and examination of individual students or affecting the appointment, promotion or personal affairs of a member of staff of ACLT.

5.2 The Independent Chair of the Board shall decide whether a matter falls within the terms of the above proviso. The decision shall be final and neither the

Independent Chair of Management Board nor Education Committee is bound to give any reason for the decision.

7. Voting and Recommendations

7.1 It is expected that decisions of the Management 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, provided also that the majority includes a majority of the Independent Members present and voting. 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.

7. Meetings

7.1 A meeting will be quorate if attended by half the Board Members of whom no fewer than two shall be Independent Members including the Chair.

7.2 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 Head of Education.

7.3 The Management Board shall normally meet 6 times in each academic year.

7.4 Circulation of Papers (electronic format)

- I. All members of the Group
- II. Persons specifically invited by the Chair to attend

7.5 Circulation of Agenda only:

- I. EC Committee