**ACADEMIC BOARD**

**TERMS OF REFERENCE: Version 5.1**

**RATIFIED BY THE CORPORATION BOARD ON: July 5th, 2021**

**NEXT REVIEW DUE: July 2022**

1. **CONSTITUTION**

1.1 The Corporation Board hereby resolves to establish a Committee of the Corporation Board to be known as the Academic Board. The Academic Board has no executive powers, other than those specifically delegated in these terms of reference.

1. **PURPOSE**
   1. The purpose of the Academic Board is to provide academic governance, in matters relating to research, academic standards and quality, and student experience relating to higher education provision.
   2. The Academic Board is authorised by the Corporation Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Academic Board. The Academic Board is authorised by the Corporation Board to obtain outside legal or independent advice and to see the attendance of outsiders with relevant experience and expertise if it considers necessary.
2. **MEMBERSHIP**

3.1 The Academic Board membership consists of not less than four members of HE academic staff and a range of appropriate academic management staff. In addition, the Corporation Board will nominate four members, which will include the Principal, HE Staff Governor, HE Student Governor, and an independent governor.

3.2. The Academic Board membership is set out in Appendix 1.

3.3 The Principal will be the Chair of the Academic Board.

3.4 Exceptionally, in the event that the Principal is unable to attend a meeting, he/she will nominate a Deputy Chair.

3. 5 The term of office for HE academic staff is 3 years and is limited to 2 terms (of 3 years each), ie a maximum of 6 years.

1. **ATTENDEES**

4.1 The Academic Board may invite other persons to attend meetings in order to provide it with a range of expertise or specialist knowledge to enhance the decision-making process. In such cases, the invitee can engage in committee discussion, but will not be permitted to vote.

1. **ATTENDANCE**
   1. It is expected that each member attends a minimum of 75% of meetings and performance will be reported for each member in terms of attendance at the end of each academic year.
2. **QUORUM**

6.1 At least half of all members must be in attendance for a meeting to be quorate, including at least two governors, or one governor and the Head of Governance. For the avoidance of doubt, one of the governors may be the Principal. In addition, quorum is not established if the Chair (or nominated Deputy Chair) is not present.

1. **FREQUENCY OF MEETINGS**

7.1 The Academic Board will meet 5 times a year. Additional meetings may be arranged as required. Meetings will be expected to last no more than 3 hours routinely.

1. **CHANGES TO TERMS OF REFERENCE**

8.1 Changes to the terms of reference excluding changes to the Chair or membership of the Academic Board are a matter reserved to the Corporation Board.

1. **ADMINISTRATIVE ARRANGEMENTS**
   1. The Chair of the Academic Board will agree the agenda for each meeting with the Vice Principals who are members of the Academic Board and the HE Quality Operations Manager. The Academic Board shall be supported administratively by:
2. The HE Quality Manager whose duties in this respect will include:

* Agreement of agenda with Chair and attendees
* Advising the Academic Board on pertinent issues/areas
* Enabling the development and training of Academic Board members

1. The Registry Manager whose duties in this respect will include the oversight of:

* Collation and distribution of papers
* Taking of minutes
* Keeping a record of matters arising and issues to be carried forward

9.2 All papers presented to the Academic Board should be prefaced by a summary of key issues and clear recommendations setting out what is required of the Academic Board.

1. **ANNUAL CYCLE OF BUSINESS**

10.1 The Academic Board will develop an annual cycle of business at its last meeting of the academic year. The Academic Board work plans inform the standing agenda items as described within the terms of reference, to ensure that all regulatory and legislative items are adequately reviewed and acted upon.

1. **REPORTING TO THE CORPORATION BOARD**
   1. The Chair of the Academic Board will provide an annual report to the Corporation Board. This will include a formal annual opinion of the Academic Board on the effectiveness of the management of academic quality and standards.
   2. The Chair of the Academic Board will, where appropriate, highlight to the Corporation Board key issues from each meeting of the Academic Board outlining key actions taken with regard to the issues, key risks identified and key levels of assurance given.
2. **STATUS OF THE MEETING**

12.1 All Committees of the Corporation Board will meet in private. Matters discussed at the meeting should not be communicated outside the meeting without prior approval of the Chair of the Academic Board.

1. **DUTIES**

The following is an extract from the Instrument and Articles of Government:

* 1. Subject to the provision of these articles, to the overall responsibility of the Corporation Board, and to the responsibilities of the Principal, the Academic Board (see the Instrument and Articles of Government) shall be responsible for:

1. general issues relating to the research, scholarship, teaching and programmes of study at The Northern School of Art, including criteria for the admission of students: the appointment and removal of internal and external examiners: policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standard and the validation and review of programmes; the procedures for the award of qualifications and academic titles; and the procedures for the expulsion of students for academic reasons. Such responsibilities shall, where relevant, be subject to the requirements of validating and accrediting bodies;
2. considering the development of the academic activities of The Northern School of Art and the resources needed to support them and for advising the Principal and the Corporation Board thereon; and
3. advising on such matters as the Corporation Board or the Principal may refer to the Academic Board.
   1. The Academic Board may establish such committees as it considers necessary for purposes enabling it to carry out its responsibilities. The number of members of any such committee and the terms on which they are to hold and vacate office shall be determined by the Academic Board.

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| **Version Control:**  Version 3.0 | |
| Reviewed: | Academic Board  19 June 2019 |
| Approved: | Corporation Board  5 July 2019 |
| Next Review Due: | June 2020 |

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| **Version Control:**  Version 4.1 | |
| Reviewed: | Academic Board  1 July 2020 |
| Approved: | Corporation Board  pending |
| Next Review Due: | June 2021 |
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| **Version Control:**  Version 4.2 (Updated Membership) | |
| Reviewed: | Academic Board  1 July 2020 |
| Approved: | Corporation Board  2 October 2020 |
| Next Review Due: | June 2021 |

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| **Version Control:**  Version 5.1 (Updated Membership and job titles) | |
| Reviewed: | Academic Board  30 June 2021 |
| Approved: | Corporation Board  Pending |
| Next Review Due: | June 2022 |

Appendix 1

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| **Academic Board Members 2021-2022** |  |
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| **Member** | **Current Postholder** |
| Principal (Chair) | Dr Martin Raby |
| HE Quality Operations Manager (Convenor) | Paul Braine |
| Vice Principal (Higher Education) | Mike Wheaton |
| Vice Principal (Student Experience) | John Waddington |
| Vice Principal (Employability & External Relations) | Pat Chapman |
| Independent Member of the Governing Body | Professor Jane Rapley |
| HE Student Governor | Gemma Blake |
| Student Representative | TBC |
| Student Representative | Tara McBride |
| Faculty Leader | Dr Carol Harris |
| Faculty Leader | Jonathan Bussell |
| Faculty Leader | Olivia Burton |
| Learning & Teaching Development Manager / Staff Governor | Eyv Hardwick |
| Learning Resources Development Manager | Rosie Hare |
| Learning Technologist | Katherine McDonagh |
| Academic Support Tutor | Su Em Sans |
| Senior Lecturer | Jayne Hemmins |
| Senior Lecturer | Mike Boyle |
| Senior Lecturer | Niel Bushnell |
| Lecturer (Creative Practitioner) | Alyson Agar |
| Lecturer (Creative Practitioner) | Jill Cole |
| Lecturer (Creative Practitioner) | John Noble |
| Creative Technician | Katy Curran |
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| **In attendance** |  |
| Head of Governance | Lesley McLaren |
| Student Liaison Officer | Daniel Tierney |
| Registry Manager (Secretary) | Louise Fitchett |