

## **ACADEMIC BOARD**

**TERMS OF REFERENCE: Version 9.1 24-25/v1.2**

**RATIFIED BY THE CORPORATION BOARD: July 2024**

**NEXT REVIEW DUE: June 2025**

### **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.

### **2. PURPOSE**

2.1 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.

2.2 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 this necessary.

### **3. MEMBERSHIP**

3.1 The Academic Board membership consists of not fewer than six members of HE academic staff and a range of appropriate academic management staff on an *ex officio* basis.

The HE student governor(s) will also be *ex officio* members. The Head of Governance will be in attendance (on an *ex officio* basis).

The Academic Committee will nominate an independent governor to be a member of the Academic Board.

3.2. Given the teaching commitments of HE academic staff, and the involvement of some HE academic staff in other committees, the participation of those HE academic staff who do not attend on an *ex officio* basis will be negotiated. The term of office of members who attend on this basis will be linked to the same maximum period of office as members of the Corporation Board

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 Academic Board membership is set out in Appendix 1.

#### **4. 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.

#### **5. ATTENDANCE**

5.1 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.

#### **6. 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.

#### **7. FREQUENCY OF MEETINGS**

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

#### **8. 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.

#### **9. ADMINISTRATIVE ARRANGEMENTS**

9.1 The Chair of the Academic Board will agree the agenda for each meeting with the Vice Principal (Higher Education) as Chair of the Learning, Teaching & Quality Committee, and the Director of HE Academic Quality and Enhancement. The Academic Board shall be supported administratively by:

- a. The Director of HE Academic Quality and Enhancement 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
- b. The Academic Registrar 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.

## **10. 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.

## **11. REPORTING TO THE CORPORATION BOARD**

11.1 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.

11.2 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.

## **12. 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.

## **13. DUTIES**

13.1 Subject to the provisions of the Instrument and Articles of Government, to the overall responsibility of the Corporation Board and to the responsibilities of the Principal & Chief Executive, the Academic Board shall be responsible for:

- i. 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 standards 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.

- ii. 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 thereon; and

iii. advising on such matters as the Corporation or the Principal & Chief Executive may refer to the Academic Board

13.2 The Academic Board may establish and disestablish such committees as it considers necessary for purposes enabling it to carry out its responsibilities. The number and nature of members of any such committee, the method by which they are to be appointed, the terms on which they are to hold and vacate office and the terms of reference for the committee shall be determined by the Academic Board.

<b>Version Control:</b>	
Version 3.0	
Reviewed:	Academic Board 19 June 2019
Approved:	Corporation Board 5 July 2019
Next Review Due:	June 2020

<b>Version Control:</b>	
Version 4.1	
Reviewed:	Academic Board 1 July 2020
Approved:	Corporation Board pending
Next Review Due:	June 2021

<b>Version Control:</b>	
Version 4.2 (Updated Membership)	
Reviewed:	Academic Board 1 July 2020
Approved:	Corporation Board 2 October 2020
Next Review Due:	June 2021

**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

**Version Control:**

Version 6.0 (Updated Membership and job titles)

Reviewed: Academic Board  
29 June 2022

Approved: Corporation Board  
Pending

Next Review Due: June 2023

**Version Control:**

Version 7.0 (Amendments to Membership, Administrative Arrangements and Duties)

Reviewed: Academic Board  
14 September 2022

Approved: Corporation Board  
Approved October 7, 2022

Next Review Due: June 2023

**Version Control:**

Version 8.0 (Amendments to Membership, Administrative Arrangements and Duties)

Reviewed: Academic Board  
13 September 2023

Approved: Corporation Board  
TBC

Next Review Due: June 2024

**Version Control:**

Version 8.2 (Corporation Board Ratification)

Reviewed: Academic Board  
13 September 2023

Approved: Corporation Board  
22 September 2023

Next Review Due: June 2024

**Version Control:**

Version 9.1 24-25/v1

Reviewed: Academic Board  
September 2024

Approved: Corporation Board  
tbc

Next Review Due: June 2025

**Version Control:**

Version 9.1 24-25/v1.1 (job title)

Reviewed: Academic Board  
September 2024

Approved: Corporation Board  
July 2024

Next Review Due: June 2025

**Version Control:**

Version 9.1 24-25/v1.2 (job titles)

Reviewed: Academic Board  
September 2024

Approved: Corporation Board  
July 2024

Next Review Due: June 2025

**Academic Board Members 2024-2025**

<b><u>Member</u></b>	<b><u>Status</u></b>	<b><u>Current Postholder</u></b>
Principal (Chair)	Ex officio	Dr Martin Raby
Director of HE Academic Quality and Enhancement (Convenor)	Ex officio	Paul Braine
Academic Registrar (Secretary)	Ex officio	Louise Fitchett
Vice Principal (Higher Education)	Ex officio	John Waddington
Vice Principal (Planning and Strategy Implementation)	Ex officio	Mike Wheaton
Independent Member of the Governing Body	Appointed by Academic Committee	Professor Jane Rapley
HE Student Governor	Ex officio	Lucy McLellan
Student Representative	Negotiated	tbc
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Director of Scholarly Activity & Research and Head of Visual Arts	Negotiated	Olivia Burton
Head of Stage & Screen	Negotiated	Stuart Drummond
Academic Services Manager	Ex officio	Eyv Hardwick
Recruitment and Admissions Manager	Negotiated	Liam Bradley
Employability & Creative Industry Liaison Manager	Negotiated	Jess Tones
Lecturer (Creative Practitioner)	Negotiated	Jill Cole
Lecturer (Creative Practitioner)	Negotiated	John Noble
Lecturer (Creative Practitioner)	Negotiated	Ian Bowden
Lecturer (Creative Practitioner)	Negotiated	Owen Waddington
Senior Lecturer for Scholarly Activity & Research	Negotiated	Alyson Agar
Lecturer (Creative Practitioner) & Creative Technician	Negotiated	Jonny Youdale
Creative Technician	Negotiated	Katy Curran
<b><u>In attendance</u></b>		
Head of Governance	Ex officio	Lesley McLaren
Student Engagement Manager	Ex officio	Daniel Tierney