



**Coleg Llandrillo** Cymru  
Rhagoriaeth Dysgu yng Nghymru  
Learning Excellence in Wales

**LLANDRILLO COLLEGE  
FURTHER EDUCATION CORPORATION**

**STANDING ORDERS OF THE  
ACADEMIC BOARD**

**Recommended by the Academic Board: 23.11.10**

**Approved by Corporation Board: 09.12.10**

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ACADEMIC BOARD**

**STANDING ORDERS**

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**Introduction**

The foregoing are the Standing Orders of the Academic Board of Llandrillo College Further Education Corporation (the "Corporation").

These Standing Orders should be read in conjunction with the Instrument and Articles of Government.

**1 Responsibilities of the Academic Board**

- 1.1 The Academic Board shall be responsible for the duties as defined by the its Terms of Reference.
- 1.2 The Academic Board shall not devolve to another committee of the Corporation:
  - 1.2.1 Any responsibility contained within the Terms of Reference; or
  - 1.2.2 Any responsibility specifically delegated by the Corporation to the Academic Board.

**2 Membership of the Academic Board**

- 2.1 The membership of the Academic Board shall be twenty five members consisting of:
  - The Academic Board shall comprise 21 members.
    1. Principal
    2. Deputy Principal
    3. Vice Principal
    4. Vice Principal
    5. Vice Principal
    6. Director Coleg Llandrillo Rhyl
    7. Director Coleg Llandrillo Glynllifon
    8. Director Coleg Llandrillo Dolgellau
    9. Director Coleg Llandrillo Pwllheli
    10. Head Coleg Llandrillo Denbigh
    11. Director Student Experience
    12. HE Manager
    13. Quality Manager
    14. Student Union President
    15. Teaching staff member
    16. Teaching staff member
    17. Teaching staff member
    18. Teaching staff member
    19. Non teaching staff member
    20. Non teaching staff member
    21. Non teaching staff member

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**3 Chair of the Academic Board**

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

**4 Attendance by Members at Meetings of the Academic Board**

4.1 If members are unable to attend a meeting they should inform the Clerk (Telephone: 01492 542313) giving as much notice as possible. All apologies received will be noted in the Minutes of the appropriate meeting.

**5 Access to Meetings of the Academic Board**

5.1 Subject to clause 13(5) of the Instrument of Government, any question whether any person who is not:

- A member of the Academic Board; or
- \* The Clerk to the Corporation,

should be allowed to attend a meeting of the Academic Board shall be determined by the Academic Board.

5.2 The Academic Board has the power to invite such other persons to attend meetings as may be desirable and necessary.

5.3 Ordinary and Special meetings of the Academic Board are not, normally, open to the public.

**6 Publication of Minutes and Papers of Meetings of the Academic Board**

6.1 Any person wishing to inspect the minutes and papers of meetings of the Academic Board may do so by contacting the Clerk to the Corporation on 01492 542313 to make the appropriate arrangements.

6.2 These documents are available for inspection only. Copies may be made available at a charge to cover the costs of copying.

6.3 The College has adopted a policy on access to college information.

6.4 Documents generally available (excluding any sections, etc where confidentiality is deemed to be appropriate (see clause 6.5 below)):

- Agendas, papers and minutes of Corporation Board and Committee meetings.

6.5 Documents generally not available due to confidentiality:

- Personal information relating to an individual;
- Information provided in confidence by a third party who has not authorised its disclosure;

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- Financial or other information relating to procurement decisions, including that relating to the College negotiating position;
- Information relating to the negotiating position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation Board;
- Information relating to the financial position of the College where disclosure might harm the College or its competitive position, as determined by the Corporation Board;
- Legal advice received from instructions given to the College legal advisors;
- Information planned for publication in advance of publication.

**7 Proceedings of Meetings**

**7.1 Quorum**

- 7.1.1 The Quorum for commencing a meeting of the Academic Board shall be fifteen members.
- 7.1.2 If the number of members assembled within 15 (fifteen) minutes of the scheduled time for commencement has failed to achieve a quorum and no indication of late arrival has been received from a member, then the meeting shall not be held.
- 7.1.3 In the event of a meeting becoming inquorate after commencement, a majority of members of the Academic Board present may agree to continue consideration of the meeting's business (subject to clause 7.1.5 below). In this event the Academic Board may make recommendations for decision by the Corporation with the exceptions detailed in clause 7.1.3.1 below.
- 7.1.3.1 After becoming inquorate the Academic Board may not carry out the following actions:
- any decisions using delegated authority previously received from the Corporation; and
  - authorise or endorse decisions taken by the Principal on behalf of Llandrillo College.
- 7.1.4 Any item of business considered under the provision of Section 7.1.3 above shall be clearly identified as such when the Clerk to the Corporation prepares the Minutes of the Academic Board. Additionally, when the Corporation is considering the Minutes of the meeting, the attention of Board members shall be specifically drawn to any items of business conducted under these provisions. The Clerk to the Corporation shall record in the Minutes of the Corporation Board meeting any such use of this provision.
- 7.1.5 If for lack of quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he thinks fit, cause a special Academic Board meeting to be summoned as soon as conveniently possible.

**7.2 Declaration of Interests**

- 7.2.1 A member who has any financial interest in:

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- The supply of work or goods to or for the purposes of the institution;
- Any contract or proposed contract concerning the institution; or
- Any other matter relating to the institution,

and is present at a meeting of the Academic Board at which the supply, contract or other relevant matter is to be considered, shall at that meeting disclose the fact and shall not take part in the consideration or vote on any question with respect to it and shall not be counted in the quorum present at the meeting in relation to a resolution on which s/he is not entitled to vote.

**7.3 Voting procedure**

- 7.3.1 Every question to be decided at a meeting of the Academic Board shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.
- 7.3.2 A member may not vote by proxy or by way of a postal vote.
- 7.3.3 No resolution of the members may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

**8 Agendas for Meetings**

**8.1 Notice**

- 8.1.1 The Clerk shall summon all meetings of the Academic Board and shall send to members written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.
- 8.1.2 A special meeting of the Academic Board may be called at any time by the Chair.

**8.2 Arrangements for compiling Agendas**

- 8.2.1 The Clerk will draw up the agenda for each meeting in consultation with the Chair of the Academic Board.

**8.3 Additional Agenda Items**

- 8.3.1 Any member wishing to include an item on an agenda for a meeting should refer the matter to the Clerk.

**8.4 Any Other Items (Urgent) of Business**

- 8.4.1 No item of "Any other Business" will be included on an agenda.
- 8.4.2 In an emergency, an item not listed on an agenda may be considered with the approval of the Academic Board, taking into account any advice given by the Clerk.

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8.5 **Tabled Papers**

8.5.1 Papers will only be tabled at meetings with the approval of the Committee.

8.6 **Order of Business**

8.6.1 Business shall be taken in the order that it appears on the agenda for the meeting except that the order may be varied by the decision of the members present at the meeting.

9 **Annual Calendar of Meetings**

9.1 The scheduled meeting of the Academic Board before the penultimate scheduled meeting of the Corporation Board in each academic year shall approve a draft calendar of meetings for the Academic Board for the next academic year.

9.2 The Academic Board will meet at least once a term.

10 **Minutes of meetings of the Academic Board**

10.1 At every ordinary meeting of the Committee the minutes of the last meeting shall be taken as the first agenda item, except in cases where the members present decide otherwise, and, if agreed to be accurate, shall be signed, by the Academic Board Chair, as a true record.

10.2 A list of the categories of members present will be recorded at the beginning of the minutes to ensure that a proper quorum was present.

10.3 Decisions cannot be taken unless a meeting is properly constituted and quorate.

10.4 The draft minutes of every meeting will, within 10 working days of the meeting, be made available to the public, to every member of the Corporation Board and the College's External Auditor and Internal Auditor, after being approved by the Chair of the meeting.

11 **Amendments to Standing Orders**

11.1 The Academic Board may make proposals to the Corporation for amendments to these Standing Orders. Such proposals cannot be put into operation until approval has been obtained from the Board.

11.2 These Standing Orders can only be amended at a meeting of the Corporation when there is such an agenda item.

12 **Smoking at Meetings**

12.1 The College operates a *No Smoking Policy*.

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13 **Appointment of Chair and Vice Chair** – see also Standing Order 3

13.1 If the Chair is absent from any meeting of the Academic Board, the Assistant Principal (Academic Planning) shall act as Chair for that meeting.

14 **Term of Office**

14.1 The Term of Office for members of the Academic Board other than ex-officio members is two years.

14.2 Committee members, at the end of their term of office, may be re-elected to serve a further period of office.

15 **Terms of Reference**

15.1 Terms of Reference exist for the Academic Board.

16 **Clerk to the Corporation**

16.1 The Clerk to the Corporation shall be responsible for clerking duties for all meetings of the Academic Board.

16.2 Where the appointed Clerk to the Corporation is absent from duty and is expected to be absent from duty for a period exceeding three weeks, a deputy shall be duly appointed by the Corporation.