



**LLANDRILLO COLLEGE
FURTHER EDUCATION CORPORATION**

**TERMS OF REFERENCE OF THE
ACADEMIC BOARD**

Approved by the Academic Board: 23.11.10
Confirmed by Llandrillo College Further Education Corporation: 09.12.10

**Llandrillo College Further Education Corporation
Academic Board**

Terms of Reference

1 Constitution

The Instrument and Articles of Government require the establishment of an Academic Board and lay down the rules regarding its function and membership. The Academic Board shall be a Committee of the Corporation Board.

2 Membership

The period of appointment of members and the selection or election arrangements shall be subject to the approval of the Corporation Board.

2.1 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

Plus:

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

2.2 The Principal shall Chair meetings of the Academic Board.

2.3 The Assistant Principal (Planning and Standards) will act as Chair in the absence of the Principal.

2.4 The quorum for meeting shall be 60% (13).

2.5 The Academic Board shall meet at least once a term.

2.6 Members of the Academic Board, other than ex-officio members, shall be appointed for a term of office of 2 years. Members may be reappointed by their representative areas at the end of their term of office.

2.7 The Clerk to the Corporation shall act as Clerk to the Academic Board and shall keep appropriate records of proceedings.

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3 Duties

- 3.1 The Academic Board shall be responsible for advising the Principal on the standards, planning, co-ordination, development and oversight of the academic work of the institution.
- 3.2 The Academic Board shall be responsible for considering and approving all policies relating to the curriculum for reference to the Corporation Board.
- 3.3 The Academic Board shall be responsible for making arrangements for the admission, assessment and examination of students and the procedures for the expulsion of students for academic reasons.
- 3.4 The Academic Board shall be responsible for assuring quality standards in all curriculum areas.
- 3.5 The Academic Board shall establish the following committees to enable it to carry out its responsibilities:-
 - External Communications Committee – lead by Deputy Principal
 - Curriculum & Standards Committee – lead by Vice Principal, Planning & Standards
 - Staff and Learner Support Committee – lead by Vice Principal, Staff & Student Operations

The membership schedule and terms of reference of each committee shall be determined by the committee lead.

4 Reporting Procedures

- 4.1 The Academic Board shall circulate the Minutes of its meetings to the Corporation Board for information and/or approval as appropriate.