

Plumpton College

Academic Committee

Terms of Reference

(Agreed by the Corporation 24 September 2002
Revised by Corporation 15 July 2003, 13 July 2004, 21 September 2004,
6 December 2005, 28 March 2006, 26 September 2006; 25 September 2007, 24
March 2009)

1 Constitution

- 1.1 The Corporation hereby resolves that the Academic Committee shall be a Committee of the Corporation.
- 1.2 The Corporation hereby resolves to adopt the following terms of reference for the Academic Committee.

2 Objective

- 2.1 The Committee shall consider the reports of the College management and advise the Corporation on the following issues:
 - Growth of the College's academic business.
 - Strategic development of the college's educational character and ethos
 - Quality of delivery and success achieved
 - Inclusiveness

3 Membership

- 3.1 The Committee shall be appointed by the Corporation and shall consist of:
 - Corporation Chairman or Vice-Chairman
 - Principal
 - 1 student governor
 - 1 staff governor
 - 6 other governors
- 3.2 A quorum shall be four.
- 3.3 The Chairman of the Committee shall be either the Chairman or Vice-Chairman of the Corporation, so long as s/he is not also chairman of the Finance & General Purposes Committee. The Vice-Chairman of the Committee shall be appointed by the Corporation.

4 Attendance at Meetings

- 4.1 The Senior Management Team and Curriculum Management Team will be invited to all meetings. Other College staff may be invited to provide input as required.
- 4.2 Other Corporation Members shall also have a right of attendance.
- 4.3 The Clerk to the Corporation shall be the Clerk to the Committee.

5 Frequency of Meetings

- 5.1 The Committee will meet four times per year in accordance with the annual calendar of meetings of the Corporation and its Committees and on such other occasions as are deemed necessary.

6 Authority

- 6.1 The Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee of the College and all employees of the College are directed to co-operate with any request made by the Committee.
- 6.2 The Committee is authorised by the Corporation to obtain legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary, provided that the Committee may not incur direct expenditure in this respect in excess of £5,000 without the prior approval of the Corporation.
- 6.3 The Committee is authorised by the Corporation to set up sub-committees or working groups as appropriate

7 Duties

- 7.1 The Committee shall consider plans and reports of the College management.
- 7.2 The Committee shall
- review the strategic development of the College's educational and training activity in the light of the long term goals adopted by the Corporation, developments in education policy, and the needs of students, employers and communities the College serves
 - review growth opportunities open to the College
 - review the needs of business and enterprises for land-based training and advice, and how effectively and efficiently the College meets them
 - maintain an overview of the effectiveness, efficiency and relevance of the learning opportunities being provided by the College
 - ensure that an appropriately critical and reflective approach is being taken to the performance of all students enrolled on College courses
 - scrutinise enrolment, retention, achievement and progression figures
 - review and report to the Corporation on and monitor the progress of actions to widen participation, to promote equal opportunities and race and disability policies and to create an inclusive learning environment
 - deal with any other matters relating to student performance as passed to it from time to time by the Corporation

- review key risks associated with the Committee's remit, identify new risks and ensure that effective procedures are in place to minimise or mitigate them
- refer matters as necessary to the Finance & General Purposes Committee

8 Reporting Procedures

- 8.1 The Clerk to the Committee shall circulate the minutes of the meetings of the Committee to all Corporation Members.