



Heart of Yorkshire Education Group

Local College Board **Terms of Reference 2021/22**

1 Objectives

Each college site has a Local College Board to oversee activities of the local college. It shall advise the Corporation of the Heart of Yorkshire Education Group (to be referred to as the Corporation). It is expected to act in accordance with the funding agreements and legal obligations of the Corporation, as well as its Terms of Reference and the Scheme of Delegation.

Members will focus on local needs, local delivery, the learner experience and stakeholder feedback.

The Local College Board will:

- Ensure accountability at a local college level
- Have oversight of the college's engagement with stakeholders, staff and students and local employers and receive regular reports and feedback.
- Confirm the college is working collaboratively with local employers, the LEPs and other regional partners to ensure provision is aligned to their local, regional and national priorities
- Provide assurance in respect to quality of provision, progress of learners and achievement within the local college setting. Drive the focus on continuous improvement and monitor teaching, learning and assessment, particularly in underperforming areas
- Celebrate success
- Provide an opportunity for the college and stakeholders to discuss the current and future skills needs.
- Provide support and challenge to the College Senior Leadership Team.
- Inform the Group Board and its committees

2 Membership

2.1 The composition of the Local College Board shall consist of up to 12 members.

- 2.2 These members are expected to have the necessary skills, as determined by the Corporation to ensure that the Local College Board carries out its functions in accordance with these Terms of Reference.
- 2.3 The membership will be composed of:
- Up to 6 external independent members: which will ideally include local business representation, local community representation, and a range of skills including 16-18, and 19+ and Finance.
 - 2 staff members
 - 1 FE student member
 - 1 HE student member
 - The Local College Director
 - One member who is on the Group Board (the Chair)
- 2.4 Every member of the Local College Board shall act in the best interests of the college.
- 2.5 The Local College Board will be quorate with 50% of its members in attendance.
- 2.6 A member of the Local College Board may cease to be a member if they have been absent from 2 consecutive meetings without apologies having been received by the Clerk prior to the meeting.
- 2.7 Term of Office:
- The Local College Director shall serve for the period of appointment in this role.
 - The student members shall serve for one academic year.
 - For other members, the initial period of office shall normally be four years.
 - Re-appointment will not be automatic but based on performance and shall be determined by the Search and Governance Committee of the Corporation, taking into account the advice and recommendations of the Local College Board Chair.
 - The maximum term of office shall be two terms of four years (ie 8 years)

3 Appointment of Chair and Vice Chair

- 3.1 The Chair of the Local College Board shall be ratified by the Group Board and shall be an independent Corporation member. The Chair should be connected with the local community.
- 3.2 The Chair should not be any of the following:
- The Principal/Chief Executive
 - The Chair of the Corporation
 - A staff or student member
- 3.3 If there is not a member of the Local College Board on the Group Search and Governance Committee, the Chair of the Local College Board may attend the committee meeting and make representations and offer advice and information on behalf of the Local College Board.
- 3.4 The Vice Chair will be nominated by the Local College Board and ratified by the Group Board.
- 3.5 The Chair and Vice Chair shall hold office for two years, and until the first meeting of the Committee of the subsequent college year.
- 3.6 At the end of the term of office the Chair and Vice Chair shall be eligible for reappointment.
- 3.7 If the Chair and Vice Chair are absent from any meeting of the Committee, the members shall choose one of their number to act as Chair for that meeting.

4 Meetings

4.1 Attendance

- The group Principal and CEO will be invited to attend each meeting and may ask a member of the Executive team to attend on their behalf.
- Members of staff may be invited to attend and present reports to the Local College Board when appropriate.
- The Local College Board may also co-opt additional members, for their skills and experience.

- The Co-opted members would not have voting rights.
- The Clerk to the Corporation shall be Clerk to the Committee.

4.2 Frequency of Meetings

- The Local College Board shall meet at least 3 times per annum, in accordance with a schedule of meetings to be agreed annually by the Corporation.
- Up to six meetings may be held in the first year following merger.
- Each Local College Board can propose its schedule of meetings for future years to the Search and Governance Committee, with a statement to confirm how it will meet the requirements of the college it serves.
- Additional meetings may be called as necessary in agreement with the Chair of the Local College Board, or at the request of the Chair of the Local College Board, in exceptional circumstances.
- One joint meeting will be convened during the year as a strategic development event, which will be a joint event with members from the Group Board and the other Local College Boards.

5 Authority

5.1 The Committee may investigate any activity within its terms of reference.

6 Duties

6.1 In addition to the Objectives in Section 1. above, the Remit of the Local College Board shall be as follows:

6.2 Strategic Aims

- To implement actions required to comply with statutory regulations and the Funding Agreements. To ensure that strategy and policy agreed by the Corporation is implemented and adhered to within the college.

- To monitor recruitment of learners to target for the local colleges.
- To ensure appropriate action is being taken by the College Director to support the achievement of all targets.
- To ensure that the college carries out its duties appropriately to comply with GDPR regulations at local level.
- To oversee campus Health and Safety.
- To oversee and monitor locally relevant Strategic Partnerships (e.g. with feeder schools, other colleges, employers, LEPs, and key local partnerships)

6.3 Curriculum

- To make recommendations on the college curriculum strategy, policies and procedures which will improve the college. This includes ensuring that the curriculum reviews align with any reform within the Further Education and Skills sector.
- To regularly review the curriculum intent, implementation and impact.
- To consider appropriate targets for improvement in achievement rates. (Value added, retention, success, student attendance, destinations for recommendation to the Board.)

6.4 Quality

- To engage in the performance monitoring and quality review process towards securing continuous improvement in all areas.
- Review the required Local College improvements as detailed within the whole Group overall SAR and QIP, including Teaching, Learning and Assessment.
- To monitor, scrutinise and challenge, where appropriate, the impact of action to improve teaching, learning and assessment by Local College
- To monitor and review the learner journey for vulnerable students and those with special educational needs.

- To advise the Group Board.

6.5 Student Experience

- To monitor attendance, achievement and behaviour.
- To monitor and evaluate the effectiveness of all support services and strategies for students (this would be a group approach, not localised but may include some adaptation for the locality).
- To oversee and monitor exclusions, disciplinary and other hearings in relation to local college students.
- To review the Education KPIs set by the Corporation and to take action where these standards are falling.
- To oversee and monitor Safeguarding, British Values and the Prevent programme within the college.

6.6 Student, Employer and Staff Voice

- To ensure that systems are in place to capture the student, employer and staff voice and monitor actions in response.
- To monitor, scrutinise and challenge, where appropriate, the quality and standards of provision and receive progress reports in relation to an improvement plan on survey performance
- To oversee and monitor any college complaints.
- To monitor key staff statistics on wellbeing, performance and satisfaction at college level.

6.7 Local College Board business

- To review the Terms of Reference and frequency of the meetings annually making recommendations to the Group Board for amendments to be considered should they be felt to be required.

7 Reporting Procedures

- 7.1 The Clerk to the Corporation shall circulate minutes of meetings of the Local College Board to all Local College Board members as attachments to the agenda for the next meeting for information and decision as necessary.
- 7.2 The minutes of the meetings will also be shared at the next Group Board meeting, for information and consideration.
- 7.3 The Chair of the Local College Board will have regular updates with the Chair of the Corporation, Principal and CEO and College Director, and will use their judgement when updates to the Corporation are required.

8 Equality, Diversity and Inclusion Statement

The College values diversity and inclusion and is committed to promoting equal opportunities and eliminating discrimination. Therefore, the Local College Board will exercise its responsibilities, as far as practicable, to promote equality and diversity and will carry out its business to promote equality of opportunity for all.

9. Safeguarding Policy

The Corporation recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse, neglect, radicalisation and extremism and follow our procedures to ensure our students receive effective support, protection and justice. The Corporation expects Governors, staff and volunteers working on behalf of the local college to share this commitment.

10. Fraud, Bribery & Corruption

The Fraud Act 2006 introduces a new offence of fraud, which can be committed in three ways:

- Fraud by false representation
- Fraud by failing to disclose
- Fraud by abuse of a position of trust

All offences occur where the act or omission is committed dishonestly and with intent to cause gain or loss. The gain or loss does not have to succeed, as long as there is intent. The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed.

Further information, including how to raise concerns, is included within the Anti-Fraud and Anti-Bribery & Anti-Corruption Policies.