1. **PURPOSE**
   1. To ensure accountability at a local level and engage with stakeholders, staff and students respectively
   2. To inform and advise on the local reputation of the College and quality of the curriculum provision.
   3. To provide an opportunity for the College and stakeholders to discuss the current and future skills needs
2. **COMPOSITION**

2.1 The College Board shall comprise up to 15 members, ideally including:

1. A nominated senior leader and a member of the ESCG Board
2. Up to two student members, nominated and elected by the students at the College
3. Two staff members, nominated and elected by the staff at the College
4. At least three external representative representing the district, including local employers and head teachers.
5. Independent governor/s and co-opted governors

(These numbers are guidelines and may vary between College Boards)

2.2 The College Board shall have individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. Each College Board will require members with skills relevant to the individual College.

2.3 Each College Board shall plan for succession to the role of Chair of the College Board. The Chair must be a member of the ESCG Board. Approval should be sought from the Search, Performance and Remuneration Committee.

2.4 If the Chair is absent from a meeting of the College Board, a member of the meeting should chair the meeting, excluding; Executive Team, staff and student members

2.5 The Chair and the College nominated senior leader shall nominate suitable members of the College Board as required. Appointments are subject to approval by the ESCG Board.

2.6 The Deputy Principal shall organise the election of staff, student and parent members (as applicable).

2.7 An individual may not be appointed to the College Board if they would be ineligible for membership of the ESCG Board under the Instrument & Articles of Governance. Members shall be required to declare their eligibility in a form prescribed by the Director of Governance.

2.8 Every member of the College Board shall act in the best interests of ESCG and shall not be bound to speak or vote by mandates given by any other body or person.

2.9 The members of the College Board shall be subject to the same requirements to declare interests as members of the Corporation.

2.10 Membership of the College Boards carries the same expectation as the main Board that adherence to the Nolan Principles as described in the first report on standards in public life.

1. **TERMS OF OFFICE**

3.1 The nominated senior leader shall serve for the period of appointment as a nominated senior leader.

3.2 The student member shall serve for one academic year, but this can be extended, subject to discussion by the Search, Performance and Remuneration Committee.

3.3 The period of office will be up to four years and set with consideration of the risk that a number of members might leave the College Board at the same time. The maximum total period of office shall be eight years.

3.4 A staff member who ceases to be an employee of the College or a student member who ceases to be a student shall immediately cease to be a member of the College Board.

3.5 The College Board may recommend that the Board removes from the membership of the College Board any member who:

1. has not attended a meeting for a period in excess of six months without the permission of the College Board;
2. or is unfit or unable to discharge the functions of a member;
3. or becomes ineligible for membership. Any such recommendation should be forwarded to the Director of Governance.

3.6 The ESCG Board reserves the right to appoint or remove College Board members.

1. **MEETINGS**

4.1 The College Board will normally meet at least three times each year on dates arranged by the College Board to align with a Calendar of Reporting approved by ESCG Board

4.2 Additional meetings may be called as necessary in agreement with the Chair of the College Board.

4.3 In the event of a vote, a question to be decided at a meeting of the College Board shall be decided by a majority of votes cast by the members present. In the event of a tied vote, the Chair shall have a second or casting vote.

4.4 The College Board may invite others to attend its meetings as appropriate. Meetings of the College Board will not be open to persons other than the appointed members, unless they are invited by special invitation.

4.5 Senior managers at the College should be invited to attend meetings of the College Board, particularly where their area of responsibility is under discussion, and shall be entitled to speak at meetings but not to vote.

4.6 Local Administrators will clerk the College Board.

4.7 The College Assistant Principal or nominated senior leader supported a local Administrator will normally provide written notice of each meeting and an agenda at least seven days in advance.

4.8 Members will be required to keep any matters confidential that are identified as such by the Assistant Principal.

4.9 If an exceptional situation arises, the College Board may propose the creation of permanent or time-bound working groups

4.10 The proposed creation of any such working groups shall be subject to approval by Board.

1. **QUORUM**

5.1 Meetings of the College Board shall be quorate if at least 40% of appointed members are present. If the number of members present for a meeting of the College Board does not constitute a quorum, the meeting shall not be held. If during a meeting there ceases to be a quorum, the meeting shall be terminated.

1. **TERMS OF REFERENCE**

**6.1** Support the quality of provision in the College, exception report to the Curriculum and Standards Committee as appropriate. A nominated senior leader’s report will be presented which will include headlines / positive and negative exceptions, to support the Local College Board to:

1. Understand and inform quality performance
2. Understand and inform progress and performance of groups of learners to prevent underachievement
3. Stretch and support the College to deliver and sustain improvements in teaching, learning and assessment and to ensure to ensure the provision of accurate, timely and impartial careers guidance
4. Stretch and support the College to ensure staff improve teaching through incisive performance management
5. Understand and inform progression and destinations (including studying at a higher level) and challenge College management
6. Adopt an ambassadorial role in engagement with the local community

**6.2 Promote local relationships with stakeholders**

1. Maintain an understanding of effectiveness informed by stakeholder views, including staff and students
2. Ensure there is collaboration with employers and others to ensure the range and content of provision is aligned with local, regional and national priorities
3. Ensure there is evidence of working with local agencies
4. Work with the Principal to ensure that the College has a staff and student voice

1. **RELATIONSHIP WITH CURRICULUM AND STANDARDS**

7.1 The minutes from the Local College Board are tabled at each Curriculum and Standards Committee meeting. The Executive Lead for the campus is responsible for, in discussion with the Chair of the Local College Board, to complete a Committee Referral Form for the attention of the Curriculum and Standards Committee.

7.2 The Curriculum and Standards Committee reviews, monitors and advises the ESCG Board on the quality of the overarching curriculum offer, processes and standards (including targets) across the College Group.

1. **REPORTING ARRANGEMENTS** 
   1. The minutes of meetings of the Local College Board will be circulated to all members of the ESCG Board.
2. **POLICIES ALLOCATED FOR DISCUSSION AND APPROVAL**

None.

1. **ROUTINE REPORTS RECEIVED BY THE COMMITTEE**

Including, but not limited to:

1. Local board KPI reporting
2. Self-Assessment Report & Quality Improvement Plan
3. Recruitment, retention and applications reports
4. Summary reports on curriculum area visits by board members
5. Strategic Partnership and development & Local stakeholder engagement
6. Quality update
7. Predicted achievements
8. PPR update
9. Curriculum development
10. Local employer, student and staff voice/surveys

**TOR Approved by:**

Local College Board & ESCG Board DATES