

BOLTON COLLEGE BOARD

TERMS OF REFERENCE

1. CONTEXT

- 1.1 The Board operates in accordance with the provisions of the Articles of Association.
- 1.2 These terms of reference should be read in conjunction with the Board's Standing Orders.

2. REMIT

The Board shall be responsible for:

- (a) the determination and periodic review of the educational character and mission of the college and for the oversight of its activities
- (b) publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities
- (c) approving the quality strategy of the institution
- (d) considering HM Treasury guidance following the ONS reclassification
- (e) the effective and efficient use of resources, the solvency of the institution and the Board and safeguarding their assets
- (f) approving annual estimates of income and expenditure
- (g) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts, and the Clerk to the Board
- (h) setting a framework for the pay and conditions of service of all other staff
- (i) monitoring the performance of the Principal, who shall be responsible for the day to day management of all aspects of the college
- (j) monitoring the performance of the Clerk to the Board, who shall ensure that the Board's proceedings are conducted in accordance with statutory provisions
- (k) fostering good relations between the college and the community it serves, and ensuring that the college's aims and objectives are understood; and.
- (l) monitoring the work undertaken by the college in contributing to the local skills needs in accordance with the Skills and Post 16 Education Act 2022.

3. MEMBERSHIP

- 3.1 The Board shall consist of eighteen members (or such other higher number as they may from time to time determine) and will include:

- up to six members who in the opinion of the Board have the necessary skills and diversity to ensure that the Board carries out its functions under article 6 of the Articles of Association
- up to six members who in the opinion of the University Board have the necessary skills and diversity to ensure that the Board carries out its functions under article 6 of the Articles of Association. Such Board members shall be chosen through a process run by the Nominations Committee of the University Board for ratification by the University Board taking account of any balancing of skills and diversity
- the Principal
- the President and Vice Chancellor of the University ex officio
- two members who are nominated and elected by staff (*a staff member is a member of the institution's staff who has a contract of employment with the institution*) ("*staff members*") one will be a member of the academic staff and one will be a member of the non-academic staff and both will be nominated and elected by all staff
- two student members, nominated and elected by the student council ("*student members*")

The number of members of the Board shall not be less than twelve or more than twenty.

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3.2 Arrangements for appointment and terms of appointment shall in all cases conform with the requirements of the Articles of Association.

3.3 The Board shall appoint a Chair and Vice-Chair from amongst its number. Either may resign these offices without affecting his/her membership of the Board.

3.4 Members retiring at the end of their term of appointment shall be eligible for consideration for re-appointment.

4. QUORUM

For a Board meeting to be quorate, at least 40% of the Board membership (rounded up), must be present.

5. FREQUENCY OF MEETINGS

The Board shall meet at least once every term and shall hold such other meetings as necessary.

6. CONDUCT OF MEETINGS

6.1 Meetings shall be conducted in accordance with Standing Orders.

6.2 The Clerk will be responsible for ensuring the timely circulation of agenda papers and minutes.

7. ACCESS TO MEETINGS

7.1 Board meetings shall be open to the public and press, subject to Standing Order provisions in relation to 'reserved business' items.

7.2 Copies of agendas and minutes, excluding 'reserved business', will be made available for public inspection.

8. ADMINISTRATIVE ARRANGEMENTS

8.1 Timetabling

The Board will approve an annual schedule of meetings.

8.2 Agendas

Agenda papers will be sent to members at least seven days prior to the meeting. Members should forward any items for inclusion on the agenda to the Clerk to the Board.

8.3 Evaluation

At the end of each meeting, an evaluation will be completed by members to evaluate the meeting. This will also be used to identify any further developmental needs and will be co-ordinated by the Clerk.

8.4 Minutes

Minutes of meetings will be circulated to members within ten working days of the meeting. Further copies will be sent out with the agenda for the following meeting.

8.5 Approval

Minutes will be subject to formal approval at the following meeting. Once approved, minutes, other than those recording items of 'reserved business', will be placed on the College internet Governance page.

9. REVIEW OF TERMS OF REFERENCE

The terms of reference may be amended, modified or replaced by resolution of the Board and will, in any event, be reviewed every three years.