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**ACMET LONDON COLLEGE**

**Terms of Reference, Constitution and Reporting Lines for Executive Board**

1. **Purpose and scope** 
   1. Executive Board is the senior staff meeting of Acmet London College. It is responsible for the monitoring the implementation of the College’s Mission Statement, Strategic Plan and oversight of all activities across the College. Furthermore, Executive Board aims to ensure providing value for money for the students and the taxpayers.
2. **Terms of Reference**

2.1 To discuss and agree the College’s Mission Statement and Strategic Plan, and oversee its implementation and monitor progress with achieving the strategic objectives.

2.2 To ensure that the College is operating according to the requirements of external bodies, including the Office for Students, QAA and Pearson.

2.3 To discuss student matters and results of student feedback to determine enhancements to the student learning experience.

2.4 To receive and comment on reports by the Principal, Vice-Principal (Academic), Vice-Principal (Development), Student Services Manager and the Director of Quality Enhancement.

2.5 To oversee preparations for external visits by awarding bodies (Pearson), the QAA and progress with the QAA HER (AP) Action Plan.

2.6 To approve the management and academic governance structures of the College.

2.7 To oversee arrangements in the College to ensure compliance with UKVI requirements and regulations.

2.8 To discuss learning resources and administrative resource needs of the College. 2.9 To discuss and make decisions on accommodation matters.  
2.10 To discuss staffing matters and the staff development policy for the College.

2.11 To receive and discuss the minutes from meetings of the Academic Standards Board.

2.12 To agree and monitor the College’s policy for information about higher education.

2.13 To discuss, decide and review any matters of strategic and senior management importance for the College.

2.14 To discuss and ensure value for money for the students.

2.15 To discuss and ensure value for money for the taxpayers

2.16 Any other matters of College wide and strategic interest

1. **Constitution**

3.1 The constitution of the Executive Board is:

(a) The Principal  
(b) Director of Quality Assurance

(c) Programme Leader

(d) Financial advisor

3.2 Total membership 4

3.3 Co-option: The Executive Board may co-opt members as it sees fit.

**4. Administrative Matters**

4.1 There will normally be four meetings a year reflecting business needs.  
4.2 Notes, actions and decisions of the Executive Board will be taken by Principal.

4.3 Circulation of papers: all members of the Executive Board.  
4.4 Notes of meetings are confidential to members of the Executive Board.

**5. Reporting arrangements**

5.1 The Academic Standards Board reports to Executive Board.

**6. Suggested standard agenda**

(1)  Apologies for absence

(2)  Notes from the last meeting

(3)  Progress on actions from the last meeting

(4)  Matters of strategic importance

(5)  Student matters

(6)  Accommodation matters

(7) Value for money

(8)  External bodies (Pearson, QAA, OfS/DfE etc.)

(9)  Reports from the Principal, Vice-Principals and Director of Quality

Assurance

(10)  Any other business