



## Academic Board Terms of Reference

### 1. Constitution and Purpose

- 1.1** The Norland Board of Directors has established the Academic Board to be the academic authority of Norland.
- 1.2** The Academic Board shall promote academic freedom and freedom of speech within the law for members of Norland (including the staff and students of Norland) and for external speakers invited to make use of Norland facilities.
- 1.3** The Academic Board is responsible for setting, maintaining and assuring the academic standards of Norland and any awards that it makes. The Academic Board shall take such measures and act in such a manner as shall best promote the academic and professional work of Norland and safeguard the integrity and standards of its awards

### 2. Membership

The membership of the Academic Board is determined by the Board of Directors:

- Principal (Chair)
- Vice Principal, Head of Quality and Standards and Registrar
- Head of Learning, Teaching and Research
- Deputy Head of Learning and Teaching/Student Engagement Manager
- Head of Careers and Consultancy
- Principal Lecturers
- Student Services and Wellbeing Manager
- Library Manager
- Placement Manager
- NQN Manager
- Programmes Manager
- Student Records, Data and International Students Manager
- Quality and Regulations Manager
- Research Fellow
- External Advisor
- Head or Deputy Head Student from each Set (Not at the parts of meetings reserved for consideration of assessment results or other matters relating to specific staff or students)

*In attendance:*

- Quality and Regulations Officer (Minutes)
- Members of the Board (by invitation)
- Lecturers/staff by invitation

### 3. Quorum



**3.1** Quorum is eight members including either the Principal or Vice Principal.

#### **4. Chairship**

**4.1** The Board shall be chaired by the Principal or the Vice Principal.

**4.2** In exceptional circumstances the Principal may delegate the Chair to another member of the Academic Board.

#### **5. Frequency of Meetings**

**5.1** The Academic Board will meet at least three times per year.

**5.2** Additional meetings may be held with the agreement of the Principal.

#### **6. Remit**

**6.1** The Academic Board is responsible for:

- approving the academic regulations of the College;
- approving processes for the setting and maintaining the threshold academic standards of the higher education awards delivered by the College;
- approving the titles of awards, and for programme approval and modification;
- approving procedures for the closure of programmes;
- approving assessment policies and procedures;
- approving second marking and verification policies and procedures;
- reviewing and approving Norland's Regulatory Framework and its constituent regulations, policies and procedures in line with the review schedule;
- maintaining oversight of Norland's compliance with its regulatory conditions of OfS registration and reporting any risks to the Board of Directors;
- maintaining oversight of course annual monitoring activity, including the receipt, monitoring and review of annual reports and associated action plans;
- considering the approval of new programmes and revalidation of existing programmes;
- considering approval of major modifications to programmes and modules;
- the appointment and oversight of external examiners;
- receiving and approving responses to external examiners' reports;
- confirming the outcomes of module and award boards;
- assuring the quality of the students' academic experience and learning opportunities;
- approving the process for the annual review of programmes;
- approving the process for the periodic review of programmes;
- approval of documentation for external review;
- considering and responding to external review reports;
- considering information to be provided for external organisations;
- approving policies and procedures for the assurance of the quality of the information about its provision;



- approving policies and procedures for enhancing students' learning opportunities, experiences and employability;
- considering the results of NSS and other student surveys;
- approving policies and procedures for student engagement;
- approving policies which assure the scholarship and pedagogic effectiveness of staff;
- approving the staff training and development policy;
- fostering an ethos of inclusive practice and widening participation;
- reporting concerns to the Board of Directors on financial pressures impacting on quality and standards;
- providing advice and guidance to the Board of Directors on academic matters;
- reporting regularly to the Board of Directors;
- monitoring compliance to the Terms of Reference and remit of all its sub-committees;
- commissioning thematic reviews on an ad hoc basis.

**6.2** The Academic Board will consider any other matters as determined by the Chair.

## **7. Reporting Procedures**

**7.1** Apart from confidential sections, the minutes of the Academic Board will be published on the Norland SharePoint and provided to the Board of Directors

## **8. Confidentiality**

**8.1** The record of matters which the Chair and the Academic Board are satisfied should be dealt with on a confidential basis will be recorded separately from the main minutes.

## **9. Chair's Action**

**9.1** The Chair is to have delegated authority to act between meetings, following appropriate consultation with members, to deal with matters of urgency. Details of any action taken shall be reported to the next meeting of the Board.



## Academic Board Schedule of Business 2023-24

Remit	First meeting – 6 <sup>th</sup> October 2023	Second meeting – 17 <sup>th</sup> November 23	Third meeting – 1 <sup>st</sup> March 2024	Fourth meeting – 14 <sup>th</sup> June 2024
6.1.1. Approve the academic regulations of the College		Academic Regulations (BA & Diploma) for 24-25 will be provided when due.	Academic Regulations (BA & Diploma) for 24-25 will be provided when due.	Academic Regulations (BA & Diploma) for 24-25 will be provided when due.
6.1.2. Approve processes for the setting & maintaining the threshold academic standards of the higher education awards delivered by the College.	Research and Knowledge Exchange Policy was approved. Annual Programme Monitoring Policy was approved. Short Course Approval Policy & Procedure, Specification Form and Proposal Form was approved. Programme Design, Development & Approval Policy was approved. Internal Moderation Policy was approved. Assessment & Feedback Policy was approved. Personal Tutoring Policy was approved. Marking Policy was approved. Placement Policy was approved. Major modification for F&N 1.1 was approved.	Approve processes as necessary.	Approve processes as necessary.	Approve processes as necessary.
6.1.3. Approve the titles of awards and for programme approval and modification.	Learning Outcomes for Fallback Awards (ECEC) were approved.			
6.1.4. Approve procedures for the closure of programmes.		Course Closure Policy will be updated when due for review.	Course Closure Policy will be updated when due for review.	Course Closure Policy will be updated when due for review.
6.1.5. Approve assessment policies & procedures.	Assessment Board of Examiners ToR (Terms of Reference) for both BA & Diploma was approved. Award/Progression Board of Examiners ToR was approved. Assessment Scrutiny Panel ToR approved.	Approve as necessary.	Approve as necessary.	Approve as necessary.

	Assessment & Feedback Policy was approved.			
6.1.6. Approve second marking and verification policies & procedures.	Assessment & Feedback Policy was approved.	Approve as necessary.	Approve as necessary.	Approve as necessary.
	Internal Moderation Policy was approved.			
6.1.7. Review & approve Norland's Regulatory Framework and its constituent regulations, policies & procedures in line with the review schedule.		Academic Regulations (BA & Diploma) for 24-25 will be provided when due.	Academic Regulations (BA & Diploma) for 24-25 will be provided when due.	Academic Regulations (BA & Diploma) for 24-25 will be provided when due.
6.1.8. Maintain oversight of Norland's compliance with its regulatory conditions of OfS registration and reporting any risks to the Board of Directors	Risk register was examined.	Risk register to be examined.	Risk register to be examined.	Risk register to be examined
	Compliance was discussed.	Compliance will be discussed	Compliance will be discussed	Compliance will be discussed
6.1.9. Maintain oversight of course annual monitoring activity, including the receipt, monitoring and review of annual reports and associated action plans.	<p>The following Annual Monitoring Reports for 22/23 and action plans for 23/24 were signed off. This included the following teams:</p> <ul style="list-style-type: none"> <li>• Student Engagement &amp; Widening Participation.</li> <li>• Library.</li> <li>• Student Support.</li> <li>• Admissions.</li> <li>• Student Records and Data &amp; Visa Students.</li> <li>• Placements.</li> <li>• NQN.</li> <li>• Combined Programmes</li> </ul>	Monitoring of progress on action plans will be delegated to the Programme Committee meetings throughout the year.	Monitoring of progress on action plans will be delegated to the Programme Committee meetings throughout the year.	Monitoring of progress on action plans will be delegated to the Programme Committee meetings throughout the year.
6.1.10 Consider the approval of new programmes and revalidation of existing programmes;	Final Validation report of 2023 ECEC degree was approved and signed off.			
	Extension to EYDL degree was extended until summer 2025 to accommodate those students up to set 46			

	who are on the EYDL degree.			
6.1.11. Consider approval of major modifications to programmes and modules.	Major modifications to F&N 1.1 approved	Minor modifications delegated to Programme Committee meetings throughout the year as needed.	Minor modifications delegated to Programme Committee meetings throughout the year as needed.	Minor modifications delegated to Programme Committee meetings throughout the year as needed.
		Major modifications to be approved by Academic Board throughout the year as needed.	Major modifications to be approved by Academic Board throughout the year as needed.	Major modifications to be approved by Academic Board throughout the year as needed.
6.1.12. Appointment & oversight of external examiners.	Appointment & oversight carried out as necessary throughout the year.	Appointment & oversight carried out as necessary throughout the year.	Appointment & oversight carried out as necessary throughout the year.	Appointment & oversight carried out as necessary throughout the year.
6.1.13. Receive and approve responses to external examiners' reports.	Response to external examiner report from previous academic year was approved by Academic Board.			
	Report from external examiner for previous academic year delegated to Programme Committee for approval.			
6.1.14. Confirm the outcomes of module & award boards.	This is formally delegated to the Assessment & Award Boards for the BA & Norland Diploma, the minutes of which (June & September) were noted in the meeting.		The minutes of the assessment & award boards for the Diploma and extraordinary boards (typically in February) will be noted.	It will be noted that the assessment and award boards were due to take place in the next month.
6.1.15. Assure the quality of students' academic experience & learning opportunities.	An item on permitting compensation within modules on BA ECEC qualification was discussed.	To be discussed as and when required.	To be discussed as and when required.	To be discussed as and when required.
6.1.16. Approve the process for the annual review of programmes (enhancement plan).		Relevant enhancement plans noted as necessary.	Relevant enhancement plans noted as necessary.	Relevant enhancement plans noted as necessary.

6.1.17. Approve the process for the periodic review of programmes (annual monitoring reports).	All AMRs were examined. They and the associated action plans for 23/24 were approved.	Policies to be approved as and when required.	Policies to be approved as and when required.	Policies to be approved as and when required.
	Annual Programme Monitoring Policy was approved.			
6.1.18. Approve documentation for external review.		To be noted as appropriate.	To be noted as appropriate.	To be noted as appropriate.
6.1.19. Consider & respond to external review reports.	External Examiner reports for the BA & Norland Diploma & responses were discussed.			
6.1.20. Consider information to be provided for external organisations.		Provided as necessary.	Provided as necessary.	Provided as necessary.
6.1.21. Approve policies & procedures for the assurance of the quality of the information about its provision.	External Examiner Report form was updated.	Approve as required.	Approve as required.	Approve as required.
	Institutional Review, action plans & AMRs were examined			
6.1.22. Approve policies & procedures for enhancing students' learning opportunities, experiences and employability.	Assessment & Feedback Policy was approved.	Approve as required.	Approve as required.	Approve as required.
6.1.23. Consider the results of NSS & other student surveys.	NSS results of 2022/23 were examined and discussed.			
6.1.24. Approve policies & procedures for student engagement.	Staff Student Liaison ToR were approved.	Approve as required.	Approve as required.	Approve as required.
6.1.25. Approve policies which assure the scholarship and pedagogic effectiveness of staff.	Internal moderation policy was approved.	Approve as required.	Approve as required.	Approve as required.
6.1.26. Approve the staff training and development policy.		Approve as required.	Approve as required.	Approve as required.



6.1.27. Foster an ethos of inclusive practice and widening participation.	Widening participation AMR & action plan was examined and approved.	Approve as required.	Approve as required.	Approve as required.
6.1.28. Report concerns to the Board of Directors on financial pressures impacting on quality & standards.		Will report as necessary throughout academic year.	Will report as necessary throughout academic year.	Will report as necessary throughout academic year.
6.1.29. Provide advice & guidance to the Board of Directors on academic matters.	This is covered at every meeting as a member of the Board of Directors is invited to attend.	This is covered at every meeting as a member of the Board of Directors is invited to attend.	This is covered at every meeting as a member of the Board of Directors is invited to attend.	This is covered at every meeting as a member of the Board of Directors is invited to attend.
6.1.30. Report regularly to the Board of Directors (BoD).	Annual report of Academic Board activity approved and sent to BoD.	Will report as necessary throughout academic year.	Will report as necessary throughout academic year.	Will report as necessary throughout academic year.
6.1.31. Monitoring compliance to the Terms of Reference and remit of all its sub-committees.	The minutes of all sub-committee meetings are confirmed, thereby ensuring compliance.	The minutes of all sub-committee meetings are confirmed, thereby ensuring compliance.	The minutes of all sub-committee meetings are confirmed, thereby ensuring compliance.	The minutes of all sub-committee meetings are confirmed, thereby ensuring compliance.
6.1.32. Commissioning thematic reviews on an ad hoc basis.		To be commissioned as required throughout the academic year.	To be commissioned as required throughout the academic year.	To be commissioned as required throughout the academic year.





Document Control Information	
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