

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
ACADEMIC AND GENERAL PURPOSES COMMITTEE
TERMS OF REFERENCE

1. Composition of the Committee

The Academic and General Purposes Committee shall comprise no less than five members of the Board of Management. The Chair of the Board and the Principal shall be ex officio members.

The Committee's Chair and members shall be appointed by the Board of Management and will serve for a period of two years. The Board of Management may co-opt up to three persons who are not Board Members for a period of two years.

The Committee may also be attended, at the invitation of the Chair, by members of the College's academic or support staff or other external advisers. The purpose of such invitations will be to provide specialist information and advice to assist the Committee in its deliberations.

2. Voting Rights

Voting rights shall rest only with full members of the Board of Management.

The Chair possesses both a deliberative and casting vote.

3. Quorum

The quorum for meetings of the Academic and General Purposes Committee shall be three voting members.

4. The remit of the Academic and General Purposes Committee

The Academic and General Purposes Committee shall be responsible for the following:

- a) receive and consider the minutes of the Academic Board on behalf of the Board of Management;
- b) review the self-evaluation reports and future operational plans of key student support services (such as guidance, library and marketing);
- c) offer guidance to the Board of Management about the College's approach to periodic quality review conducted within the SFEFC's framework;
- d) the provision of guidance to the Board on the Students' Association's annual budget;

- e) the strategic policies related to the College's Access and other welfare-related Funds and trusts which promote student welfare;
- f) the provision of student services provided by the College (including induction, guidance and learning support);
- g) the review, on behalf of the Board of Management, of School Academic Plans and to receive regular reports on the progress made against the targets contained in these plans; and
- h) any other matter related to the welfare of the College's student body which may be referred to it by the Board of Management.

All recommendations of the Committee which have new resource implications shall be referred to the Board of Management for its consideration.

5. Notice of Meetings

The Academic and General Purposes Committee shall meet a minimum of three times per academic year according to a schedule approved by the Board of Management. Meetings required outwith this schedule shall be called by the College Principal after taking advice from the other members.

An agenda shall normally be drawn up by the Depute Principal, after consultation with the Principal, and published by the Secretary to the Board. This document should be sent by first class post to an address nominated by members, five clear working days before the Committee's meeting.

6. Business at Meetings

At a meeting of the Committee no business other than that specified on the agenda shall be considered. Formal minutes shall be kept by the Secretary to the Board or an appropriate member of College staff.

7. Order of Business

The order of business at the meeting shall be as follows:

- a. the sederunt;
- b. the agenda (taken as read);
- c. declarations of interest;
- d. the minutes of the previous meeting which will have been distributed with the agenda (taken as read and, if need be, corrected or amended. Once they are accepted they will be signed by the Chair);
- e. matters arising from the minutes;
- f. any business remaining from the previous meeting;
- g. questions tabled by members; and
- h. the business of the Committee indicated on the agenda.

The Committee may, on a majority vote of those eligible to vote, vary the order of business so as to give precedence to agenda items of special urgency.

There shall be no facility for the consideration of other business at meetings.

8. Conduct of Meetings

Meetings of the Committee shall be conducted in all other respects in line with the College's standing orders regulating meetings of the Board of Management.

Members of the Committee may table questions about competent or relevant matters. Such questions should be submitted, in writing, ten clear working days prior to meetings.

9. Compliance with Freedom of Information Act

The agendas, associated papers and minutes for this Committee will be made available in accordance with the Board of Management's Standing Orders and Freedom of Information Publication Scheme.

IG/AS/RS
JWC
June 2006