

## **NEW CITY COLLEGE CORPORATION HAVERING LOCAL BOARD**

### **TERMS OF REFERENCE**

#### **Background and Objective**

1.1 The Havering Local Board ('the Board') was established as a permanent Committee by the New City College Corporation ('Group Board') on 1st April 2019.

#### **1.2 Overall Purpose**

- The Local Board will work to bring together with business leaders, sector bodies and networks, education providers and community representatives to inform the development of curriculum provision for the benefit of learners, employers and communities in the Havering area.
- The Board will review stakeholder satisfaction (employer/student/parents) and student experience offering feedback to the college.

1.3 The Board will operate in accordance with these terms of reference until such date as determined by the Corporation. Amendments to the Terms of Reference must be agreed by at least two thirds of the appointed membership of the Corporation.

### **2. Membership**

2.1 The board shall consist of up to 10 members made up of:

- Independent members who represent local business, education and the community; the Principal for the Havering Colleges, and representation from the NCC Corporation.

2.2 The Deputy Principals and other senior manager will attend the meetings.

2.3 The Chair of the Corporation and the CEO shall be entitled to attend meetings of the Local Board.

2.4 Members will be appointed by the Corporation (taking into account recommendations from the Local Board) and will hold office for a period of two years. A member cease to be a member if they have not been able to attend two of the meetings, without apologies, in which case a new member will be appointed. Members may be reappointed for further terms of office up to a maximum of eight years subject to an assessment against the following criteria:

- Whether the skills and experience of the member are still required;
- Whether it would be appropriate to take the opportunity to refresh the range of skills and experience available to the Board;
- The member's contribution and commitment to the Board's work;

A member's term of office will expire automatically unless the Local Board agrees a further appointment.

2.5 The Local Board may appoint up to two Co-opted members in addition to the 10 Board Members if it deems it necessary in order to have a full range of skills and expertise. Co-opted Members will be appointed by the Local Board and will hold office for a period of two years. Re-appointment of Co-opted Members will be on the same basis as Local Board Members.

2.6 The Local Board will review its membership from time to time and may make recommendations to the Corporation for changes to the composition as it sees fit.

### **3. Chair and Vice-Chair**

3.1 The Chair of the Board will be appointed by the Corporation on an annual basis.

3.2 The Vice-Chair will be appointed by the Local Board and shall be re-appointed on an annual basis.

3.3 In the absence of the Chair, the other members present shall choose someone from those present.

### **Frequency of Meetings, Notice and Quorum**

4.1 The Board shall meet up to three times per year, scheduled annually in advance unless the Chair agrees that there is insufficient business to consider. Additional meetings may be called as necessary in agreement with the Chair.

4.2 Written notice of each meeting, an agenda and supporting papers shall be circulated no later than five working days before the date of the meeting.

### **5. Responsibilities of the Local Board**

5.1 The Local Board will:

- Review and share information relating to skills gaps, industry trends and developments and consider the implications for future curriculum development;
- Work to strengthen partnerships with the Local Authority and local schools to ensure provision meets the needs of 16-18 year olds in the local area;
- Review stakeholder satisfaction with college provision;
- Review the success of the campuses in the local market place in attracting new students;
- Feed into the development of the curriculum offer in line with local, regional and national strategies and priorities;
- Improve local partnerships to develop local opportunities which meet both the needs of employers and students, and
- Offer feedback on the development of the Havering campuses.

### **6. Support for the Board**

6.1 The Head of Governance (or in their absence the NCC Director of Governance) shall act as Clerk.

### **7. Reporting to the Corporation**

7.1 Minutes of meetings of the Local Board, approved by the Chair, shall be submitted to the Corporation.

## **8. Other Matters**

8.1 The Local Board shall:

a) Ensure that new Members receive induction training, and all Members receive appropriate training in all aspects of the Board's responsibilities. All Members must complete training in Safeguarding, Prevent and Equality and Diversity and keep this training up to date;

b) In accordance with the recommendations of the Nolan Committee on Standards in Public Life, a member/co-opted member shall not serve for more than eight years in total. However, the Local Board retains the discretion to vary this general rule if there are exceptional reasons for an individual being appointed for a further period of office.

Originator	Director of Governance
Review interval	Annually
Last Review	June 2021
Next review due by	June 2022