

NOVUS BOARD
TERMS OF REFERENCE

Objective

1.1 To undertake the oversight of the operation of justice provision on behalf of the Board of Governors.

Membership

2.1 The membership of the Novus Division shall be up to 9 members: comprising:

Up to four members of the Board of MD Novus

Up to four co-opted consultants with appropriate expertise (dependent upon the number of governors appointed)

2.2 MD Novus shall not be eligible to be Chair.

2.3 For the meeting to be quorate 3 members must be present including at least one college governor.

Meetings

3.1 Meetings shall be called at least three times per year in accordance with the cycle of business.

Attendance at Meetings

4.1 The Company Secretary or their representative shall attend.

4.2 The group may require the attendance of any person(s)/representative for the provision of expert advice/guidance as decided by the Group from time to time.

4.3 The Chair of the Board of Governors and/or the CEO shall be entitled to attend but shall not have a vote.

Duties

5.1 To monitor the performance of the justice provision of the college against targets set by the Corporation

5.2 To develop the strategy of the Novus business unit

5.2 In respect of the justice provision in the college, to have oversight of:

- i. the quality of teaching and learning
- ii. the learner voice
- iii. the financial performance against budget
- iv. health & safety, safeguarding and equality & diversity
- v. risk management
- vi. HR /IT

5.4 To escalate any issues arising from 5.1 and 5.3 above to the attention of the Board of Governors

5.5 To approve any policies specific to the delivery of justice provision, as delegated by the Board

5.6 In respect of justice provision, to consider any business case or investment plan prior to its recommendation to the Board of Governors.

5.7 In respect of any justice bids, tenders and business development opportunities, to review and assess prior to submission to the Board of Governors for approval.

5.8 In undertaking the above the Divisional Board shall undertake appropriate engagement with the Novus staff and student bodies.

Powers

6.1 The Group shall have no powers of determination, other than those which may be granted explicitly by the Board for a specific purpose but shall instead be required to recommend a course/courses of action for determination by the Board

6.2 There shall be no casting vote. Any issue of dissent or failure to agree a majority for a recommendation shall be reported as deadlock for determination by the Board

Reporting Procedure

7.1 Minutes of the Divisional Board together with a quarterly report shall be submitted for consideration and for the approval of recommendations by the Board of Governors.