

Skills Beyond School “Advisory Board” Terms of Reference

A. Role and Purpose

To advise on the general strategy for Skills Beyond School in order for it to achieve its objectives.

The Board will meet to hear reports on current plans and education activity and to hear from Board members about their views on this and on future education priorities, and key issues in policy and practice.

B. Members, Chair, Attendees, Secretary, Terms of Office

1. The Advisory Board will normally consist of not more than 5 members.
2. The Board will meet at least twice a year
3. Membership will have a mix of academics and non-academics and whilst the proportion will be left to the discretion of Skills Beyond School, there should be at least a 25% representation of each group. It is expected that attention is paid to the gender balance, geographical distribution, and user representation when determining the membership of the Board.
4. It is the prerogative of Skills Beyond School’s Managing Director to nominate the Chair and Deputy Chair of the Board, each of whom will serve in this post for two years.
5. Membership of the Advisory Board will be reviewed after two years. Members may terminate their post in writing (by email or letter) to Chair of board.
6. In the absence of the Chair, meetings are to be chaired by the Deputy Chair.
7. In attendance: core members of Skills Beyond School will be expected to attend.
8. In attendance: other interested parties may be invited to attend meetings, with the prior knowledge of the Chair, and in consultation with the Skills Beyond School’s Managing Director.
9. The Skills Beyond School administrator will be responsible for arranging the administrative support for the Advisory Board Meetings.

10. The role of member is unpaid but the Skills Beyond School will reimburse members for all reasonable costs that they incur in fulfilling their roles on the committee (e.g. travel and subsistence costs).
11. Skills Beyond School will publish details of its Advisory Board on its website including membership, terms of reference, agenda and minutes.
12. New members will be invited to join the Advisory Board in consultation with existing members of the Board.

C. Duties of the Advisory Board

1. To advise on general strategy for Skills Beyond School in order for it to achieve its overall objectives; acting as a critical friend in relation to the overall shape, policies, and direction of the business;
2. To advise on potential sources of funding and opportunities for the business
3. To advise on compliance publications, reports and other outputs
4. To act as ambassadors on behalf of Skills Beyond School, attending key events where possible and networking with key players/audiences on its behalf.
5. To support the business in its activities – offering advice on the development of the plans; supporting Skills Beyond School in the implementation of its assessment outputs to key audiences and potential users of the End Point Assessment service; offering pathways into user groups.
6. To receive and comment on an annual report from Skills Beyond School for submission to the annual Advisory Board Meeting.
7. To attend the Advisory Board which will normally meet twice a year.
8. Membership of the Advisory Board will be reviewed after two years, however the precise term of office for initial members may vary.

D. Meetings: Frequency, Notice, Quorum

1. The work of the Board will be based to some extent upon virtual communication and consultation. However, the Board will meet face-to-face at least once a year.
2. Meetings will take up no more than half a working day and will be scheduled to meet the needs of appropriate travel to either Leeds or Bicester.
3. The Board will also engage with members on a bilateral or small group basis to pursue particular avenues for support and advice. All business from these meetings will be fed back to the biannual meetings.
4. Notice of board meetings will be given by the Skills Beyond School administrator, on behalf of the Chair, in consultation with the Centre Director.
5. Meetings of the Board will be quorate if at least the following are present: Chair or Deputy Chair, one further member of the advisory board, and one member of Skills Beyond School.

E. Minutes and Reporting

1. All proceedings and resolutions of this Board will be minuted; such minutes being circulated, and agreed as accurate by email but then formally approved and signed at their subsequent meeting.
2. Minutes will be circulated to Board members and to those in attendance.

F. Review of Constitution and Working Arrangements

1. The Board's constitution and working arrangements are subject to a review every two years.