



## TERMS OF REFERENCE FOR LEADERSHIP TEAM

### **Objective**

The Leadership Team supports the Principal in managing the academic and operational life of the College, discussing issues and making decisions to ensure the smooth functioning of all aspects of the College.

### **Membership**

The Leadership team is chaired by the Principal and, in addition to the Principal, comprises:

- Vice Principal (Director of Studies)
- Vice Principal (Director of Training)
- Director of Operations
- Director of Practical Training
- Any other member of staff co-opted by the Leadership Team.

### **Accountability**

The Leadership Team provides a report to each Governors' meeting on recent developments in College life, including by reference to the strategic and operational plans.

### **Responsibilities**

In particular, the team:

- Reviews the strategic and operational plans, ensuring that satisfactory progress is made to achieve the College's strategic priorities, and reports on such progress to the governors.
- Monitors the College's financial situation, developing a budget each year which will enable the College to achieve its objectives for review by the Finance Group and approval by the governors, and reviewing the management accounts and variances between budget and actual income and expenditure, taking action to contain excessive expenditure and to increase income where possible.
- Monitors the requirements of and relationships with validating universities and external regulators, ensuring that resources are deployed appropriately to maintain the College's status as an HE institution.
- Considers new programme proposals and changes to existing programmes, taking into account the College's resources, and ensuring that adequate resources are available to run programmes.

- Monitors recruitment to courses and reviews their viability.
- Is responsible for delivering excellent student experience and facilitating student enhancement.
- Initiates and manages projects as and when needed to deliver the College's objectives.
- Addresses any other significant College issues.

### **Meetings**

The Leadership Team meets weekly (generally on a Thursday morning). An agenda will be circulated the day before the meeting and a note of the meeting, in the form of decisions made and action points showing allocated responsibility, on the day after the meeting. The Principal is responsible for ensuring the agenda and action points are drawn up and circulated. The Leadership Team will communicate appropriately the outcome of its meetings to the College's staff.

### **Review**

This is a policy of the Board of Governors, to be reviewed at least every 3 years.

<b>Document control box</b>			
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Member of staff responsible	<b>Principal</b>		