



## **Terms of Reference for the Advisory Board of Regent Independent College**

**Approved 27.1.2017**

1. The primary purpose of the Advisory Board is, in the role of “critical friend” to the school, to support and advise the Proprietor and Co-Principals in determining strategy and direction of the school, the proper implementation of statutory requirements and the monitoring and evaluation of the school development plan, including through active participation in the School Improvement Plan (SIP).
2. The Advisory Board will meet to hear reports on current plans and school activity and to hear from other Board members about their views on such matters.
3. The Advisory Board will normally consist of not more than 10 members.
4. The Advisory Board will meet at least once a year.
5. Membership term would be 4 years; members may be re-appointed.
6. Specific duties of the Advisory Board may include (but not be limited to):
  - a) Advising on general strategy
  - b) Advising on potential educational collaborations and opportunities
  - c) Acting as ambassadors on behalf of Regent College, attending key college events where possible and networking with key players/audiences on its behalf
  - d) To receive and comment on an annual report from the College Co-Principal on the activities and future direction of the College
7. To facilitate its work, the Advisory Board may choose to implement an appropriate committee structure, approving the format of Committees and appointing a Chair for each.
8. Committee terms of reference are to be reviewed annually by the Advisory Board and each Committee is responsible for ensuring the strategic development and monitoring of the areas of school activity and life which fall within its delegated remit (as outlined in its terms of reference).
9. The Proprietor and the Co-Principals will be ex-officio members of all standard Committees.
10. Notice of meetings and an agenda are to be given to committee members at least 4 working days in advance of a meeting.
11. Liaison is to take place between committees on any matters, which might affect the work of those committees.
12. Committee Chairs should convene meetings each term in accordance with the schedule of meetings agreed by the Advisory Board after consultation with the Co-Principals and Proprietor regarding the agenda contents. Formal minutes should be taken and circulated to all advisory board members.
13. Committees may co-opt additional members from time to time and as thought fit.
14. A quorum is not necessary to run a meeting. A vote of those present may be taken for advisory purposes. However, the Proprietor reserves the absolute right to take whatever decisions he considers in the best interests of the business.
15. In his role as employer, the Proprietor is responsible for the appointment of staff through agreed recruitment practices. The Advisory Board is present to ensure that those practices are correct, current and fair.