



Educate Develop Achieve

## Governance Structure

Approved in Executive Office –April 2024

Version Number 3

Reviewed by Principal

Version Control Statement

Version	Date	Changes	Reason	Author	Next review
1	Aug 2022	New Structure		Principal	Jul/Aug 2023
2	May 2023	General review and updated additional sources	Annual Review	Principal	Aug 2023
3	April 2024	Updated due to other policy updates	Update	Principal	April 2025

## Executive Office

EDA will operate under a delegated authority model adopting a Principal/CEO led structure. The executive office will consist of the Principal/CEO, Director of Operations/CFO, Director of Estates, Deputy Principal – Academics and Deputy Principal – Student Services with all Executive members reporting to the Principal/CEO.

The Executive Office will be responsible for setting the strategic direction of the college and establishing the operational KPI's for the different operational areas. The Executive Office will also be externally facing and collaborate closely with the College's academic and professional partners to continue to develop sustainable growth for the College.

The Executive Office will be founded on a veto decision making principle where all key strategic decisions will need the unanimous support of all four executive members in order to be implemented with each executive member carrying veto powers. Should the executive leaders not be able to reach a decision the principal will invoke an executive decision.

The Deputy Principal Academic will have governance on matters related to academic quality and academic performance and be responsible to determining the colleges codes of conduct and regulations under which academic delivery will be performed. Matters of academic performance that fall under the OfS B conditions will also form part of this executive portfolio.

The Deputy Principal Student Services will have governance of all non-academic matters related to student support, experience and wellbeing. Student systems and data management and reporting (including external reporting/auditing) will also fall within this portfolio.

The Director of Estate will have oversight of all health and safety legislation for both staff and students and to ensure the college provides a safe and impactful learning experience for all stakeholders.

The Director of Operations will ensure the College operates within sustainable parameters and is compliant with the relevant financial regulations under the articles of incorporation.

## College Senior Leadership

Reporting into the Executive Office will be the Colleges Senior Leadership Team who will be responsible for the implementation and operationalisation of the strategic plan. Each Senior leader will have oversight of the academic metrics and key data within their area of responsibility. The Senior Leadership team will also have line management responsibility for the main operational areas controlling the day-to-day activity of the college.

**Head of Quality** – Responsible for ensuring academic delivery is aligned to OfS B Conditions of registration and complies to the UK's expectations on quality and started for Higher Education.

**Head of Academics** – Responsible for managing resources associated with academic delivery and liaising with the relevant academics at the partner institution.

**Head of Employability** – To develop appropriate working framework to delivery on OfS B3 metrics for student outcomes.

**Head of Student Admin** – To maintain an agile and responsive student records system for the collation and reporting on student records including progression and awarding. To mirror appropriately Universities systems of operating and provide audit ready student data.

**Head of Student Support** – To ensure all students are provided with the most up to date and relevant student support services that is responsive to student needs.

## Managerial Level

Reporting to the Senior Leadership team the following managerial level will be responsible for the day-to-day operations of the student interface. Resources reporting into this line of management will be adjusted as required depending on operational need and in agreement with the partner institution.

**Digital Learning Manager** – Responsible for maintenance of the VLE and to develop academic staff CPD for the continuous innovation in digital learning.

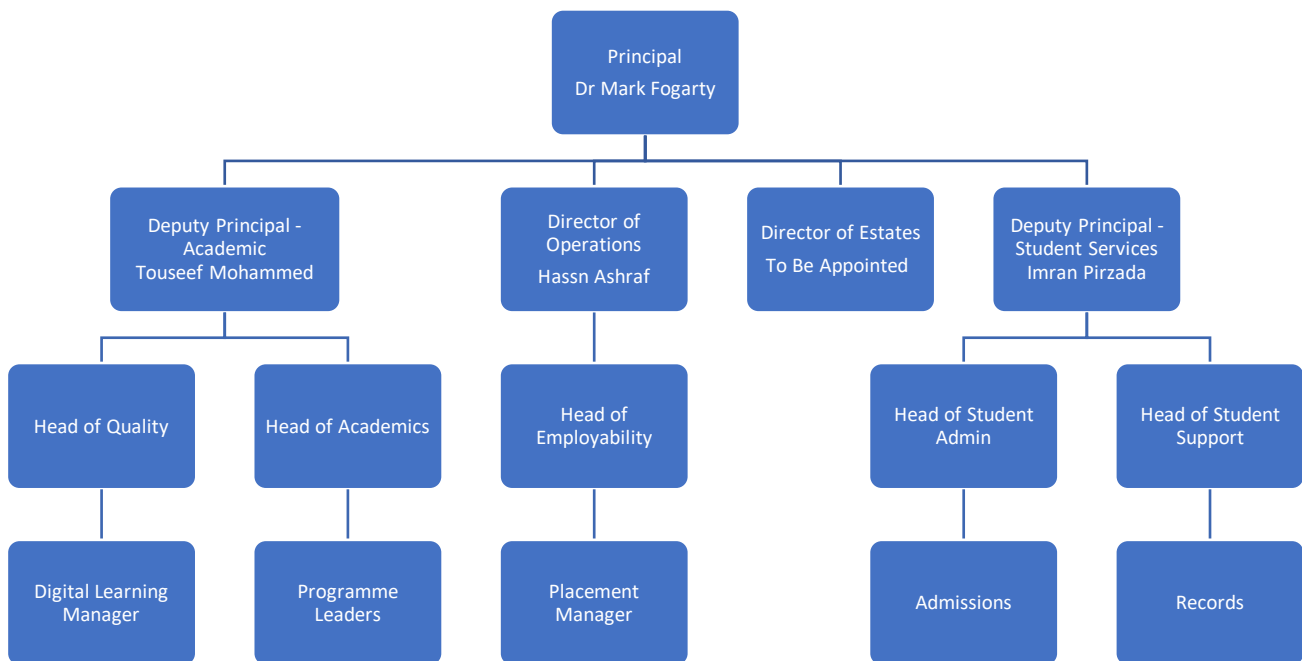
**Programme Leader(s)** – To ensure appropriate academic resources are deployed efficiently and maintained at the highest standard. To oversee the delivery of the programme aligned to the expectations and standards of the partner institution.

**Placement manager** – To source, secure and evaluate a range of appropriate placement opportunities to match the requirements of the student body according to level of study, and needs of the individual. To ensure an appropriate data management system is secure to report to relevant auditing bodies.

**Admissions Manager** – Responsible to ensuring the admissions standards and processes are aligned to the partner institutions requirements.

**Records Manager** – To provide an accurate and secure overview of each individual student record incorporating engagement, mitigating circumstances and progression information. Ensure the Universities policies and processes are applied to operational functions related to the student record.

Figure 1 – EDA College Management Structure



# Academic Governance Structure and Associated Committees

## Academic Board

The Academic Board is responsible for the development and oversight of the academic work of EDA College and its academic standards. It undertakes these responsibilities within the framework of the Articles of Association; the overall responsibilities of the Principal; the requirements of validating and accrediting bodies and its collaborative partners.

The Academic Board has the authority to create committees as it deems necessary to fulfil its responsibilities, but only after gaining approval from the Principal and reporting the establishment to the Executive.

The following Committees (and their sub-committees) have been approved under such arrangements;

### **Learning, teaching and student experience**

- Academic Quality**
- Academic Misconduct**
- Students Experience**
- Curriculum Development**

### **Audit and Finance**

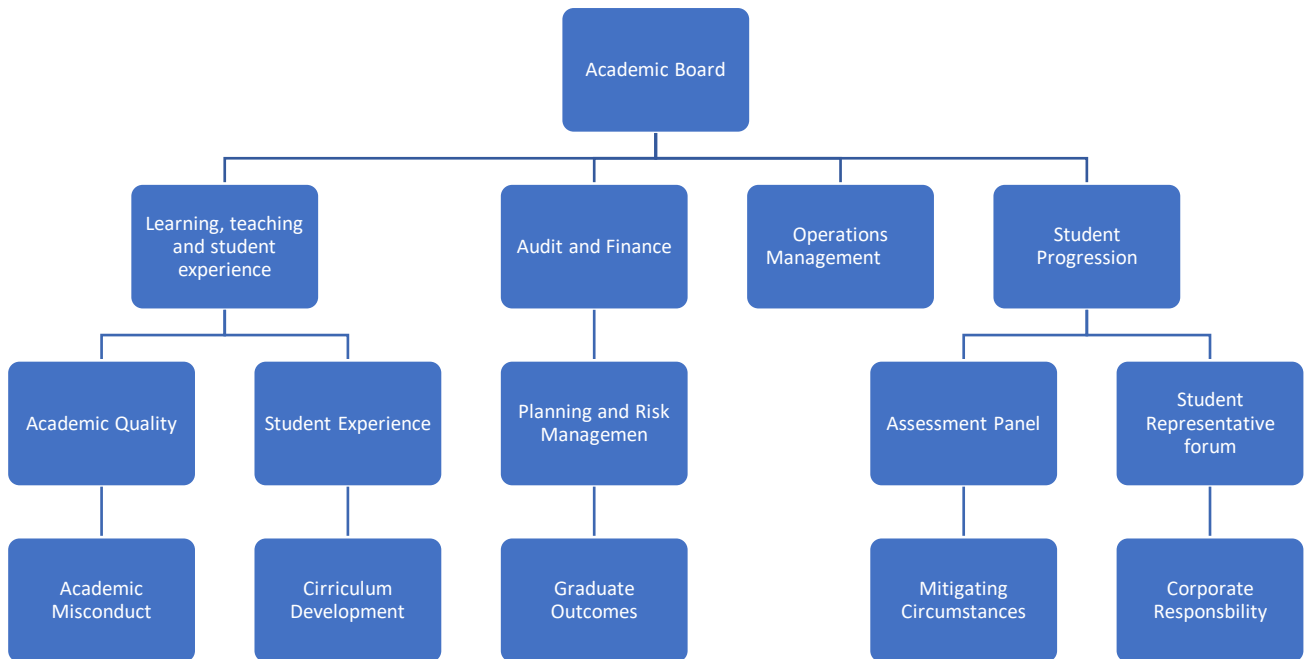
- Planning and Risk Management**
- Graduate Outcomes**

### **Operations Management**

### **Student Progression**

- Assessment Panel**
- Mitigating Circumstances**
- Student Representative Forum**
- Corporate Responsibility**

**Figure 2 - EDA Committee Structures**



### ***Terms of Reference Academic Board***

#### Purpose

The purpose of the Academic Board is to oversee the academic policies, procedures and standards of the College in order to ensure the academic quality and integrity of its programmes, and to promote the academic success of its students.

#### Membership

The Academic Board shall be composed of the following members:

The Principal, who shall serve as Chair

The Deputy Principals (Academic & Student Services)

Head of Academics

Head of Academic Quality

Two elected academic staff members from each Faculty

Two elected members from professional services

Two elected undergraduate student representatives

Learning Resources Manager

#### Responsibilities;

- Approving and reviewing the Colleges academic policies, procedures and standards, and recommending changes where necessary
- Monitoring the implementation of academic policies, procedures and standards, and ensuring their consistency across the University
- Approving the creation, modification or discontinuation of academic programmes
- Ensuring that academic programmes meet national and international quality standards, and are regularly reviewed and improved
- Reviewing and approving assessment regulations, and ensuring the integrity and fairness of the assessment process
- Considering and resolving academic appeals and complaints, and ensuring that the Colleges academic procedures are followed
- Promoting academic excellence and innovation, and encouraging the development of interdisciplinary and cross-Faculty initiatives
- Ensuring that the Colleges academic activities are conducted in a manner consistent with its mission and values
- Reporting to the Senate on matters of academic policy, strategy and performance.

#### Meetings

The Academic Board shall meet at least three times per academic year, or more frequently as necessary. A quorum shall consist of at least half of the members, and decisions shall be made by a simple majority vote.

#### Review

These terms of reference shall be reviewed and updated as necessary by the Academic Board every three years.



### ***Terms of Reference – Teaching, Learning and Student Experience***

#### Purpose

The purpose of the Teaching, Learning, and Student Experience Committee is to oversee the development and enhancement of teaching and learning practices across the College and to ensure a high-quality student experience.

#### Membership

The Teaching, Learning, and Student Experience Committee shall be composed of the following members:

The Deputy Principal Academic, who shall act as chair  
One representative from each Faculty, appointed by the Faculty Dean  
Two elected academic staff members from each Faculty  
Two elected undergraduate student representatives  
The Head of Student Admin  
The Head of Student Support  
The Head of Data & Planning  
Digital Learning Manager  
Learning Resources Manager  
Head of Employability

#### Responsibilities;

- Developing and implementing policies, procedures, and guidelines related to teaching, learning, and the student experience
- Ensuring that teaching and learning practices are innovative, evidence-based, and aligned with the Colleges strategic priorities
- Encouraging and supporting the adoption of technology-enhanced learning and teaching practices
- Monitoring and reviewing the quality and effectiveness of teaching and learning practices across the University, and identifying areas for improvement
- Overseeing the design, delivery, and evaluation of academic programmes and courses
- Ensuring that students are provided with timely and constructive feedback on their academic performance
- Supporting the professional development of academic staff in relation to teaching, learning, and student experience
- Ensuring that the Colleges assessment policies and procedures are transparent, fair, and valid
- Promoting inclusivity, diversity, and equity in all aspects of teaching, learning, and the student experience
- Ensuring that student feedback is regularly collected, analysed, and acted upon to improve the quality of teaching and learning
- Monitoring and promoting the well-being of students, and ensuring that appropriate support services are available to them

#### Meetings

The Teaching, Learning, and Student Experience Committee shall meet at least four times per academic year, or more frequently as necessary. A quorum shall consist of at least half of the members, and decisions shall be made by a simple majority vote.

#### Review

These terms of reference shall be reviewed and updated as necessary by the Teaching, Learning, and Student Experience Committee every three years.

### **Terms of Reference – Audit and Finance**

#### Purpose

The purpose of the Audit and Finance Committee is to provide oversight of the Colleges financial affairs, to ensure financial sustainability, and to support good governance and accountability.

#### Membership

The Audit and Finance Committee shall be composed of the following members:

The Director of Operations, who will act as chair  
Director of Estates  
Head of Academic Quality  
Head of Data & Planning  
Two elected undergraduate student representatives

#### Responsibilities:

- Reviewing and monitoring the Colleges financial performance, financial position, and cash flows
- Reviewing and recommending approval of the annual budget, and monitoring budget performance throughout the year
- Reviewing and recommending approval of the Colleges financial statements, and overseeing the external audit process
- Monitoring and reviewing the effectiveness of the Colleges internal controls, risk management practices, and compliance with legal and regulatory requirements
- Reviewing and recommending approval of major financial and investment decisions, including borrowing, capital expenditure, and contracts
- Overseeing the management of the Colleges investment portfolio, including investment policy and performance
- Reviewing and recommending approval of the remuneration of senior executives, in consultation with the Remuneration Committee
- Reviewing and recommending approval of the Colleges policies and procedures related to financial affairs, and recommending changes where necessary
- Reporting to the Board of Governors on matters related to financial affairs, including the budget, financial statements, and risk management.

#### Meetings

The Audit and Finance Committee shall meet at least four times per academic year, or more frequently as necessary. A quorum shall consist of at least half of the members, and decisions shall be made by a simple majority vote.

## Review

These terms of reference shall be reviewed and updated as necessary by the Audit and Finance Committee every three years.

## **Terms of Reference – Operations Management**

### Purpose

The purpose of the Operations Management Committee is to oversee the effective and efficient management of the Colleges physical resources and services, and to ensure the provision of a safe, secure and sustainable environment for students, staff, and visitors.

### Membership

The Operations Management Committee shall be composed of the following members:

Director of Estates, who will act as chair

Deputy Principal Academic

Deputy Principal student Services

Head of Student Admin

Head of Student Support

Digital Learning Manager

Programme Leader(s)

### Responsibilities

- Overseeing the planning, delivery, and management of the Colleges estates, facilities, and services, including maintenance, refurbishment, and capital projects
- Ensuring the effective delivery of IT services and infrastructure, and the development of an IT strategy aligned with the Colleges strategic priorities
- Overseeing the provision of a safe, secure, and sustainable environment for all members of the College community, and ensuring that relevant policies and procedures are in place and implemented
- Ensuring the effective procurement and management of goods and services, and compliance with procurement policies and procedures
- Overseeing the management of health and safety risks, and ensuring that the College meets its legal obligations and best practice standards
- Developing and implementing a sustainability strategy, and ensuring the Colleges operations are conducted in an environmentally responsible manner
- Overseeing the delivery of capital projects, including new buildings and major refurbishments, and ensuring that they are delivered on time, to budget, and to the required quality standards
- Ensuring effective communication and engagement with stakeholders, including staff, students, and the wider community, on matters related to the management of the Colleges operations.

### Meetings

The Operations Management Committee shall meet at least four times per academic year, or more frequently as necessary. A quorum shall consist of at least half of the members, and decisions shall be made by a simple majority vote.

## Review

These terms of reference shall be reviewed and updated as necessary by the Operations Management Committee every three years

## **Terms of Reference – Student Progression**

### Purpose

The purpose of the Student Progression Committee is to oversee the academic progress and achievement of students, and to ensure that appropriate support is provided to enable all students to achieve their full potential.

### Membership

The Student Progression Committee shall be composed of the following members:

Deputy Principal Academic, who will serve as chair

Head of Academics

Programme Leader(s)

Head of student admin

Head of Academic Quality

Records Manager

Head of Data & Planning

External Examiners

### Responsibilities;

- Monitoring and reviewing the academic progress and achievement of all students, and ensuring that appropriate support is provided to enable them to achieve their full potential
- Developing and implementing policies and procedures related to student progression, including progression and award regulations, and procedures for academic appeals and complaints
- Ensuring that the Colleges assessment processes and procedures are fair, transparent, and aligned with the Colleges academic standards and regulations
- Overseeing the management of academic misconduct cases, and ensuring that appropriate sanctions are imposed where necessary
- Monitoring and reviewing the provision of support and guidance to students, including academic, pastoral, and wellbeing support, and ensuring that appropriate resources are available
- Ensuring that appropriate arrangements are in place for students with disabilities, learning difficulties, or other special needs, and that reasonable adjustments are made to enable them to participate fully in College life
- Overseeing the development and implementation of a comprehensive student engagement and feedback strategy, and ensuring that student feedback is used to inform policy and practice.

**Meetings**

The Student Progression Committee shall meet at least three times per academic year, or more frequently as necessary. A quorum shall consist of at least half of the members, and decisions shall be made by a simple majority vote.

**Review**

This terms of reference shall be reviewed and updated as necessary by the Student Progression Committee every three years.