



Board of Trustees: remit and terms of reference

Together the AIM Board has overall responsibility for:

- The setting of AIM Qualifications and Assessment Group strategic direction, including its mission, vision, values and goals
- Ensuring that learners are protected
- Establishing a framework for policy, planning and financial management to realise that direction;
- Monitoring the organisation's performance including the work of the AIM Chief Executive to ensure that he/she is delivering on the organisation's strategic plan at the same time as meeting all legal and regulatory requirements

Expectations of Board Members

- Act only in the best interests of the AIM Group
- Be involved in major decisions
- Take decision jointly with the other Trustees
- Undertake their duties as Board members on an unpaid basis

The Specific responsibilities

Set AIM Group strategic direction to

- be involved in the formulation of the AIM' Group strategic plan;
- provide AIM with information, expertise and skills that the organisation can use to determine its strategy

Policy and planning

- provide policy advice to the Chief Executive and approve major changes in organisational policy;
- agree on staff structure, terms and conditions of service;
- agree on AIM's organisational systems and practices;
- agree on an annual planning process;
- advise on and participate in the strategic and operational planning processes

AIM Qualifications and Assessment Group Access Validating Agency (AVA) responsibilities

- ensure that the AVA maintains its legal identity and liability
- approve the AVA statement of compliance
- approve submissions to QAA relating to the process of AVA monitoring and review
- advise AVA on its strategic direction and be involved in the formulation of the AVA's strategic plan
- approve the AVA's strategic and operational plans
- approve formal statements to QAA about how the AVA has addressed requirements for the renewal of the AVA licence or any other queries formally raised by QAA about the AVA's compliance with the licensing criteria
- monitor accounts and budgets with reference to AVA income and expenditure and ensure sufficient financial, administrative and human resources are deployed to meet QAA licence requirements
- monitor and request information on AVA and Access to HE activity
- oversee and review quality procedures, standards and requirements for the Access to HE Diploma
- ensure that AIM fulfils all its obligations under the AVA licence granted by the Quality Assurance Agency for Higher Education
- be responsible for 'QAA-recognised' Access to HE programmes in respect of:





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- all procedures with the granting or withdrawal approval of Access to HE providers, diplomas and courses
- quality assurance and standards
- award and certification
- review and evaluation

Awarding Organisation (AO) responsibilities

- ensure that AIM complies with its regulators
- monitor, direct and approve action plans to achieve and maintain compliance and approve the statements of compliance to Ofqual, CCEA and Qualifications Wales
- monitor accounts and budgets with reference to AO income and expenditure and ensure sufficient resources are deployed to meet its regulated responsibilities

End-point assessment organisation responsibilities

- ensure that AIM complies with the regulator(s) (IfA/ESFA)
- monitor and maintain compliance with relevant EQA bodies
- approve strategy in relation to development of viable EPAO business
- monitor accounts and budgets with reference to EPAO income and expenditure and ensure sufficient resources are deployed to meet EPAO responsibilities

Monitoring the organisation's performance

- ensure AIM Group compliance with its regulators
- ensure AIM Group compliance with QAA Licence requirements
- appoint and monitor the performance of the Chief Executive
- undertake regular, systematic reviews of the compliance status, strategic and operational plan, in line with the agreed annual planning process
- monitor and approve the self-assessment process and reports
- monitor and assess AIM Group risk status through the risk register
- receive and approve AVA monitoring submissions to QAA
- receive and endorse the annual Compliance Reports and the Strategic Plan
- write and endorse the Statements of Compliance and forward to regulators
- ensure the effective management of AIM Group and that its activities are compliant with its objectives, its Articles and Memorandum and other relevant legislation and regulations
- safeguard the good name of the AIM Group and proper investment of its funds
- ensure AIM Group maintains a responsible, rigorous and systematic approach to the planning and management of its finances
- appoint Lead function role responsibilities to trustees in the following areas – Access to HE, Business Engagement, Product Integrity, Compliance and Quality Assurance, Finance and Resources and Human Resources

General duties of Board members

- attend meetings of the Board, and actively participate in the consideration of issues and decision making
- read thoroughly all papers distributed for discussion and prepare contributions accordingly
- be prepared to take a lead responsibility as a 'Champion' for a function or directorate
- be prepared to serve on working groups of the Board and to participate in other activities or projects





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- be prepared to participate in recruitment for future Board vacancies, for the Chief Executive and other senior staff posts that fall vacant
- facilitate contact and communications with specialist or regional members of the AIM Group
- be prepared to act as an advocate, ambassador and, where agreed, official representative of the AIM Group
- respond, where possible, to requests from the Chief Executive and Deputy Chief Executive for advice
- comply with the AIM Group internal policies
- undertake any training or development activities identified as necessary to support performance in these duties

Membership

The number of Trustees shall be not less than five but (unless otherwise determined by ordinary resolution) not be more than fifteen, with at least one representative drawn from the members of the charity being from the compulsory education sector, one from the post-compulsory sector and one from the higher education sector). Retirement of Trustees will operate on rotation basis as laid down in Clause 30 of the Articles of Association.

Membership of the Board of Trustees shall comprise:

- Chair (limit of three terms)
- Other representatives to be nominated and elected by the members

The Board of Trustees elects its own Chair and Deputy Chair from among its members.

The normal period of consecutive terms of office for the Chair and trustee's will be three.

At retirement, the Board will exercise its discretion to extend this should the Chair or trustee bring to the Board specific skills or expertise that cannot be replaced.

In attendance

- The Chief Officer attends Board of Trustees meetings as of right, except when his/her salary is being discussed
- The Company Secretary
- Minutes Secretary

Meetings

The Board of Trustees will meet as and when necessary but will be expected to meet formally at least four times per year. Members of the Board of Trustees may be entitled to claim travel expenses for each meeting they attend based on the current payments for of the AIM Group.

The Board of Trustees may convene ad-hoc groups to undertake specific responsibilities or examine particular issues. These groups will exist until they have fulfilled their remit and will be directly responsible to the Board of Trustees.

Membership may be removed after 3 consecutive absences to Board/Committee meetings, at the discretion of the Board of Trustees.





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Quorum

A quorum for the Board will be one third of the current membership including either the Chair or Deputy Chair, and at least one representative from both FE and HE sectors. If a quorum is not present fifteen minutes after the scheduled commencement time for the meeting, the meeting may continue. However, any decisions taken will need ratification at the next quorate meeting.

