

INSTITUTE FOR APPRENTICESHIPS & TECHNICAL EDUCATION BOARD

Terms of Reference

1. The Board of the Institute is established by the 2009 Act.

Membership

2. The Act states that the Board consists of:
 - a. the Chair.
 - b. the Chief Executive.
 - c. between 4 and 10 other members appointed by the Secretary of State.¹
3. The Board members, with the exception of the Chief Executive, are known as non-executive members.
4. Non-executive members:
 - a. will hold and vacate office in accordance with the terms of their appointment.
 - b. may resign from office at any time giving written notice to the Secretary of State.
 - c. must not be appointed for a term of more than five years.
 - d. can be re-appointed for further terms.²
5. Alternates are not permitted.

Role

6. The Board will act on a collective basis. It has collective responsibility for:
 - a. establishing the strategic direction of the Institute in line with the strategic guidance issued to the Institute³ and ensuring it discharges its statutory duties as set out in the Act and within the resources framework available.
 - b. determining the steps necessary to deal with any developments which are likely to affect the Institute's ability to discharge its statutory functions and keeping the

¹ 2009 Act, paragraph 2 of Schedule A1

² 2009 Act, paragraph 3 of Schedule A1

³ 2009 Act, s ZA2 (2)

Minister of State for Apprenticeships and Skills informed if any such developments arise.

- c. ensuring that any statutory or administrative requirements for the use of public funds are complied with.
- d. ensuring that the Institute operates within the limits of its statutory authority and any delegated authority agreed with DfE, and in accordance with any other conditions relating to the use of public funds and that, in reaching decisions, the Board acts in accordance with Managing Public Money and any subsequent guidance issued by central Government.
- e. ensuring that it receives regular financial information concerning the management of the Institute; is informed in a timely manner about any concerns about the activities of the Institute; and provides positive assurance to DfE that appropriate action has been taken on such concerns.
- f. demonstrating high standards of corporate governance at all times, including by using the independent audit committee to help it address key financial and other risks.

Duties

- 7. The main duties of the Board are set out in the matters reserved for the Board (see Annex C of the Institute's Governance Framework).
- 8. The Board will constructively hold the executive to account in the delivery of the Institute's functions.
- 9. The Board will set the tone of the organisation, leading by example.

Access

- 10. Meetings of the Board will normally be attended by the Chief Financial Officer, the Chief Operating Officer, the Head of Legal and the Chief of Staff. Any other members of staff may be asked to attend meetings to assist the Board with its discussions on any particular matter.
- 11. The non-executive members of the Board will meet without any members of the executive team for a short session at the start of each meeting. This gives the opportunity for non-executive members to raise with the chair any matters of concern.
- 12. The Board may ask any or all of those who normally attend but who are not members of the Board to withdraw to facilitate open and frank discussion of particular matters.
- 13. A nominated Board member shall act as an access point for members of the Executive under the whistleblowing policy.

Meetings

14. The Board shall normally meet six times a year. The Chair of the Board may call additional meetings as he deems necessary.
15. A quorum shall be considered to be four members of the Board.

Reporting

16. Minutes will be taken of each meeting of the Board and will be ratified as an accurate reflection of the meeting at the subsequent Board meeting.
17. All minutes will be public unless there is valid non-disclosure reason under the Freedom of Information Act 2000.
18. The Board will receive formal reports from each of the Committees in line with their individual terms of reference.
19. The Board will account for the activities of the Institute to Parliament in line with the Framework agreement.

Review

20. These terms of reference will be reviewed on a regular basis, and will be made publically available on the Institute's website at the following address:
<https://www.instituteforapprenticeships.org/about/governance/>