

# Appendix 2

## **Teaching & Learning Board Quinquennial Review Working Group Report**

### **Background**

The Quinquennial Review Group met on Friday 23 July to consider:

- TLB's terms of reference particularly post-taught degree awarding powers
- The breadth of the membership, noting:
  - (i) recent attendance patterns, and
  - (ii) that new programmes had been approved and others were in the pipeline
- Terms of reference and membership of the new School Board of Examiners
- Chairmanship of the substructure, including cross chairmanship or cross membership of the Programme Boards
- Where new programme activity, outside of the Music & Drama Departments, may be located within the substructure (eg the new Creative Learning BA in development)

### **Those present at the meeting were:**

- Chair of TLB: Professor Barry Ife
- Deputy Chair of TLB: Professor Helena Gaunt
- Head of Registry: Katharine Lewis
- Head of Music Programmes: Alessandro Timossi
- Head of Academic Studies (Drama): Eliot Shrimpton
- Head of Drama Administration: Gareth Higgins

James Alexander sent his apologies. The SU President had been invited but did not attend.

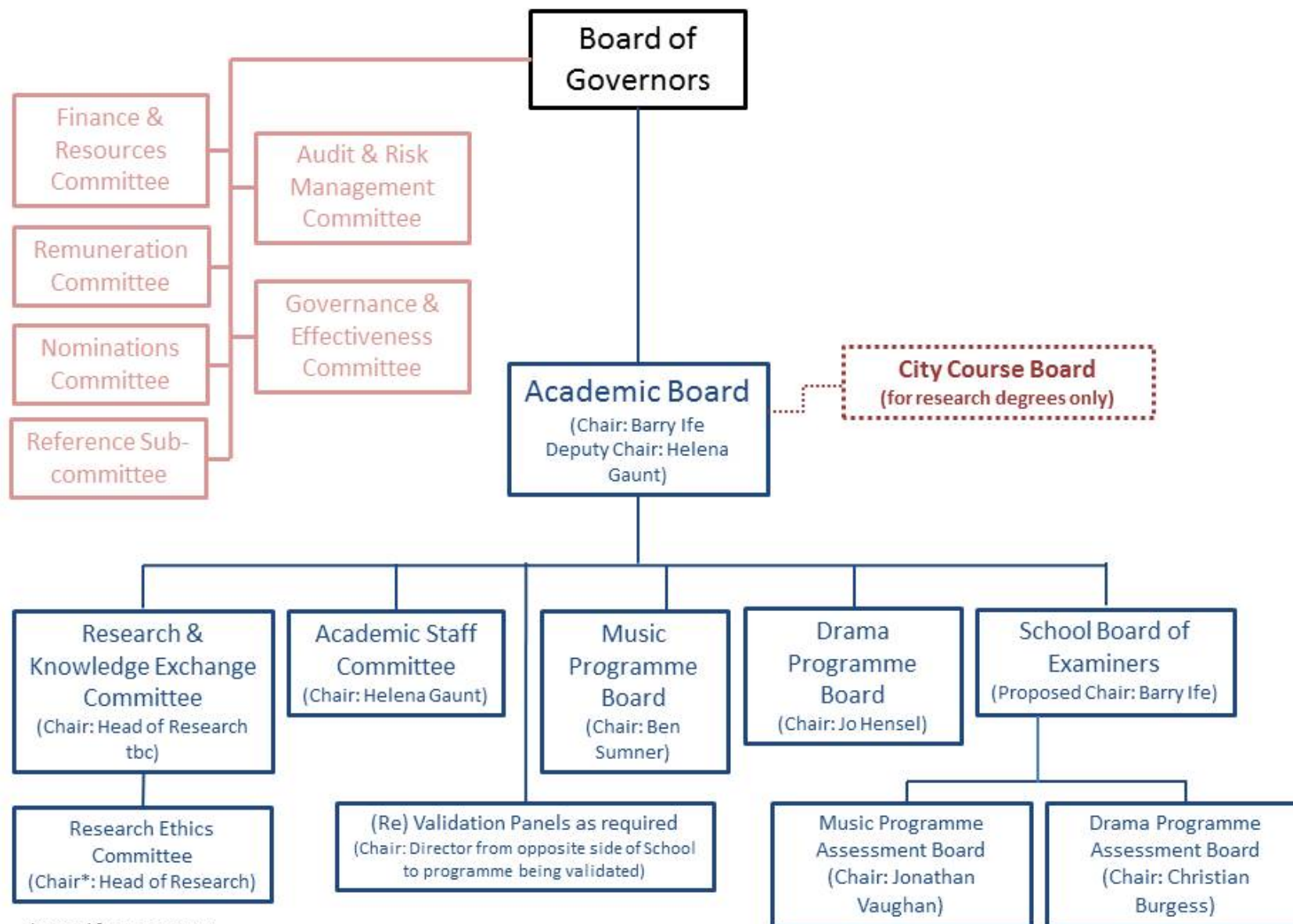
### **Recommendations to the Teaching & Learning Board**

- (1) That to mark the Board's new responsibilities as a consequence of taught degree awarding powers, the Board should be renamed as the Academic Board, Academic Board or Senate being the names commonly recognised within the HE sector as denoting the most senior academic committee.
- (2) Amendments to the Board's terms of reference and membership, these amendments, including change of name to come into effect on 1 January 2015 (see annex b) subject to the Board of Governor's approval.
- (3) Current music and technical theatre staff representatives on the Board to be thanked for their services and stood down, new representatives to be sought to encourage wider engagement with academic governance.
- (4) Current academic support heads to be thanked for their services and stood down, the student experience to be represented by the Director of the Student Experience. It will be expected, however, that Library and IT heads will continue to attend the programme boards with the addition of the Head of AV and Head of Performance Venues. Heads will also be present at the Academic Board to present their annual reports.

- (5) Changes to the Chairmanship of the substructure as part of the School's longer term strategy to broaden senior leadership skills across the School (see annex a)
- (6) That a cross-arts programme board and assessment board be established if required in the future.
- (7) Terms of reference and membership for a new School Board of Examiners with effect from 1 January 2015 (see annex c)
- (8) The appointment of a Chief External Examiner will be explored over the next year with particular consideration given to the nature of the role and the practicalities.

*KML/ August 2014, revised October 2014*

**Annex a: Post TDAP Governance arrangements overview (for January 2015)**



\* Fixed five year term

## **Annex b: Academic Board terms of reference & membership**

### **Function**

The Teaching & Learning Academic Board is the School's senior academic committee and is responsible for all teaching, examination and research within the School and the School's academic reputation.

It is responsible for all academic programmes and associated awards conferred by the Guildhall School of Music & Drama.

### **Reporting lines**

The Teaching & Learning Academic Board reports to the Board of Governors and receives reports from the Research & Knowledge Exchange Committee, Academic Staff Committee, the School Board of Examiners and the Programme Boards. On matters with financial or resource implications it makes recommendations to the Directorate. ~~Specific matters relating to the School's programme validation arrangements may be referred to external bodies.~~

### **Terms of Reference**

- 1 To maintain and enhance the quality of the School's academic provision in keeping with the School's strategic goals and to assure the academic standards of all of its awards and awards made in conjunction with a validating partner.
- 2 To award degrees, diplomas and certificates and other academic distinctions in accordance with the prescriptions of the School's *Instrument and Articles of Government* and the *Academic Regulatory Framework*.
- 3 To establish a Standing Committee, the School Board of Examiners, with delegated responsibility to consider, for approval, recommendations from the Programme Assessment Boards for the award of degrees, diplomas and certificates and other academic distinctions to named individuals.
- 4 To approve award titles, programmes of study, and research programmes leading to an award<sup>1</sup> ~~for recommendation to the relevant validating body~~ and to oversee periodic review/revalidation arrangements and year on year developments and amendments.
- 5 To make recommendations to the Board of Governors on any matter relating to academic quality and standards or institution-wide academic policy and strategy.
- 6 To develop a Teaching & Learning Strategy and a Research Strategy, in line with the School's main Strategic Plan, and monitor their implementation.
- 7 To approve, amend and revoke regulations and policies in the respect of the governance of the School's programmes of study and the student experience.

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<sup>1</sup> Research degree programmes to be approved by the validating body.

- 8 To consider the results of annual monitoring in respect of academic activities to include specifically the monitoring of admissions and examinations both against targets and in respect of equality strands.
- 9 To consider the following:
- an annual report(s) from the School's Guildhall Young Artists Division ~~Junior Guildhall~~ on applications, student progress and academic developments
  - updates on the School's equality action planning in respect of academic matters
  - an overview of awards conferred
  - the minutes of the Programme Boards (to include, where applicable, a note on new teaching staff appointments)
  - annual report from the Academic Staff Committee
  - analyses of student satisfaction surveys
  - recommendations for special schemes of study and non-standard entries
  - reports or minutes from external bodies
  - annual programme monitoring reports (including summary reports from the External Examiners)
  - reports on major School development issues
  - overview reports on the outcome of student disciplinary hearings and appeals
  - reports as appropriate from academic supports units (ie library, IT, AV, and Performance Venues).
- 10 To advise the Principal on matters relating to the student experience including student welfare.
- 11 To report, at least annually, to the Board of Governors.
- 12 To establish working groups (including academic audit teams) as appropriate for the expedient execution of business, clearly stating limits of delegated authority, responsibility and reporting arrangements in each case.

## **Membership (20-25)**

### **Senior Officers (5-8):**

Principal (Chair)

Vice-Principal & Director of Music

Vice-Principal & Director of Drama

Vice-Principal & Director of Academic Affairs (Deputy Chair)

Director of Creative Learning

~~Head of Junior Guildhall~~

Representative from the Guildhall Young Artists Division

Chief Operating Officer

Chair of Research & Knowledge Exchange Committee\*

Chair of School Board of Examiners\*

Chair of Academic Staff Committee\*

### **Student members (5)**

Students' Union President

Student Welfare Officer

One student representative from Music (drawn from the Programme Board)

One student representative from Acting (drawn from the Programme Board)

One student representative from Technical Theatre (drawn from the Programme Board)

### **Teaching staff (6-8)**

Chairs of Programme Boards (2)\*

Director of Acting

Director of Technical Theatre

Head of Music Programmes

~~Two~~ One teaching staff representatives from Music appointed by the Director of Music\*

One teaching staff representative from Acting appointed by the Director of Drama

One teaching staff representative from Technical Theatre appointed by the Director of Drama\*

Each teaching staff member should have an identified deputy to attend in their stead who will count for quoracy.

*(\*new representatives to be sought to encourage wide engagement with academic governance)*

### **Academic Support staff (3)**

Academic Registrar & Director of the Student Experience

~~Head of Registry Services and Quality Assurance & Enhancement~~

~~Senior Librarian~~

~~Head of IT~~

~~Head of Student Affairs~~

Head of Music Administration

Head of Drama Administration

### **External peer (1)**

*\* May attend in more than one capacity*

### **In attendance**

Committee Secretary

Other administrative or teaching staff by invitation, particularly when presenting annual reports or programme APEs and amendments

~~Director of CYM (Spring 1 meeting only)~~

**Quorum:** half of the membership (12) including the Chair, or his nominated deputy, and at least one student member and at least one member from the teaching staff membership category.

## **Modus operandi**

- (1) Academic Board to meet 6 times a year (twice per term).  
Research & Knowledge Exchange Committee and Programme Boards to each meet once per term.  
Working groups and consultation groups to be convened as and when required.
- (2) Chairmanship ~ The Principal to be the Chair of the Academic Board and the Vice-Principal & Director of Academic Affairs the Deputy Chair. However, it is expected that the Principal will chair only one or two meetings per year with the Vice Principal chairing the remainder.
- (3) Committee Servicing of the Academic Board will be from Registry.
- (4) Principal, Vice-Principal & Director of Academic Affairs, Academic Registrar & Director of the Student Experience, and Committee Secretary to form core agenda setting team for the Academic Board; an annual programme to be produced including annual monitoring.
- (5) Programme Boards to consider more explicitly quality assurance matters in preparation for expected additional duties under degree awarding powers.
- (6) Annual report to the Board of Governors from the Academic Board (in term one for previous academic year) covering overview of items discussed and approved plus details of statutory School-wide equalities monitoring relating to admissions and assessment.



## **Annex c: Draft School Board of Examiners terms of reference and membership**

### **Function**

The School Board of Examiners is a standing committee of the Academic Board with delegated responsibility to consider, for approval, recommendations from the Programme Assessment Boards for the award of degrees, diplomas and certificates and other academic distinctions to named individuals.

The School Board of Examiners will also advise the Academic Board on any matters relating to the assessment of students.

### **Reporting lines**

The School Board of Examiners reports to the Academic Board and the Programme Assessment Boards report to the School Board of Examiners.

### **Terms of reference**

- 1 To ensure that the procedures for the examination and assessment of programmes of study within the School are conducted in accordance with School regulation and policy and in a manner which is fair, impartial and consistent.
- 2 To advise the Academic Board on matters concerning School examination policy and procedures; quality assurance procedures and on the monitoring of standards as they apply to examination and assessment processes.
- 3 To consider, for approval recommendations of the Programme Assessment Boards for individual awards.
- 4 To consider, on the recommendation of the Programme Assessment Boards, individual student circumstances as they affect her/his assessment(s), especially where these concern the final recommendation for an award or progression.
- 5 To receive the minutes of the meetings of the Programme Assessment Boards.
- 6 To consider award data and make recommendations on any issues raised.
- 7 To receive an overview of External Examiners' reports and make recommendations on any issues raised.
- 8 To monitor the appointment of External Examiners to ensure that Boards are compliant with relevant membership regulations.

## **Membership (8)**

Chair – who will also be the Chair of the Academic Board.

The Deputy Chair will be the Head of Music Programmes.

Programme leaders of programmes leading to a taught award. Current programmes comprise:

- BA & MA in Acting
- MA in Training Actors (Voice or Movement)
- BA in Technical Theatre Arts\*
- BMus (including AGSM)\*
- Guildhall Artist Masters programme\*
- MA in Music Therapy
- MA in Opera Making & Writing
- MA in Collaborative Theatre Production & Design\*
- Artist Diploma

*\* May attend in more than one capacity*

Each programme leader will have a named alternative who will count for quoracy.

**Quorum:** 50% plus 1 (5) for an ordinary meeting and must include representatives from both music and drama divisions (excluding the Chair) when recommendations for award are considered. In the event of a disputed decision a vote will be taken by show of hands of all members present and the Chair will have an additional casting vote.

**External Examiners** will be expected to attend the Programme Assessment Boards and will not be required to attend the School Board of Examiners. However, if for some reason an External Examiner is unable to attend a Programme Assessment Board they will be invited to attend the relevant School Board of Examiners meeting when it meets to consider recommendations for award; their presence will not count for quoracy.

### **In attendance:**

Academic Registrar & Director of the Student Experience

Assistant Registrar (Progression & Assessment) – Board Secretary

Head of Music Administration

Head of Drama Administration

### **Modus operandi**

- (1) As a minimum, the School Board of Examiners will meet at the end of the summer term and twice in the autumn term to consider results for ratification. It will also meet once in the Spring term to consider general assessment matters.
- (2) Committee Servicing of the School Board of Examiners will be from Registry.
- (3) Results of the preceding assessment cycle will be included in the Academic Board's annual report to the Board of Governors.