

AGENDA COMMITTEE OF ACADEMIC BOARD

Purpose

The Agenda Committee of Academic Board (ACAB) is a standing committee of Academic Board. It is responsible for overseeing and finalising the agendas and papers for all meetings of the Board, including ensuring the relevance of business to the remit of the Board and appropriateness of the agenda papers. The committee also ensures that the Board conducts relevant business during the year in order to provide assurance to Council on the adequacy and effectiveness of academic governance.

Terms of Reference

1. To develop and maintain an annual business schedule for the Board, including to ensure the Board receives sufficient information to provide assurance to Council on the adequacy and effectiveness of academic governance. The annual business schedule will be informed principally by those of the Board's committees. ACAB may request further agenda items from Board committees where it considers this necessary.
2. To consider the business to be brought before the Board at each meeting, including:
 - a. reviewing items and requesting revisions, clarification or additional information (from the author(s)/ other sources) where this is considered necessary to facilitate proper consideration by the Board;
 - b. ensuring that business coming before the Board is within its remit and presented so that it is appropriate for the Board, including the detail provided and having clear proposals/ actions requested of the Board;
 - c. to refer business to a Board committee to manage or consider where this is appropriate.
3. To construct the agenda in a way which reflects the nature and importance of different items and which allows adequate time for transaction of the business brought forward.

Committee membership composition

- Vice Chair of Academic Board (Chair)
- Four Academic Board members (appointed via AGANC)
- SU Education Officer
- President and Vice Chancellor

Meeting attendees

Committee secretary (from Governance Services)

(Other individuals may be invited to attend the meetings as business requires)

Reporting

ACAB is a committee of Academic Board. It does not normally provide reports to meetings of the Board.

Quorum

The Chair and at least half of the membership (i.e. of those in post).

Frequency of meetings

The committee normally meets four times per year.

Last approved by Academic Board: 15 June 2026

Due for review: Autumn Term 2027