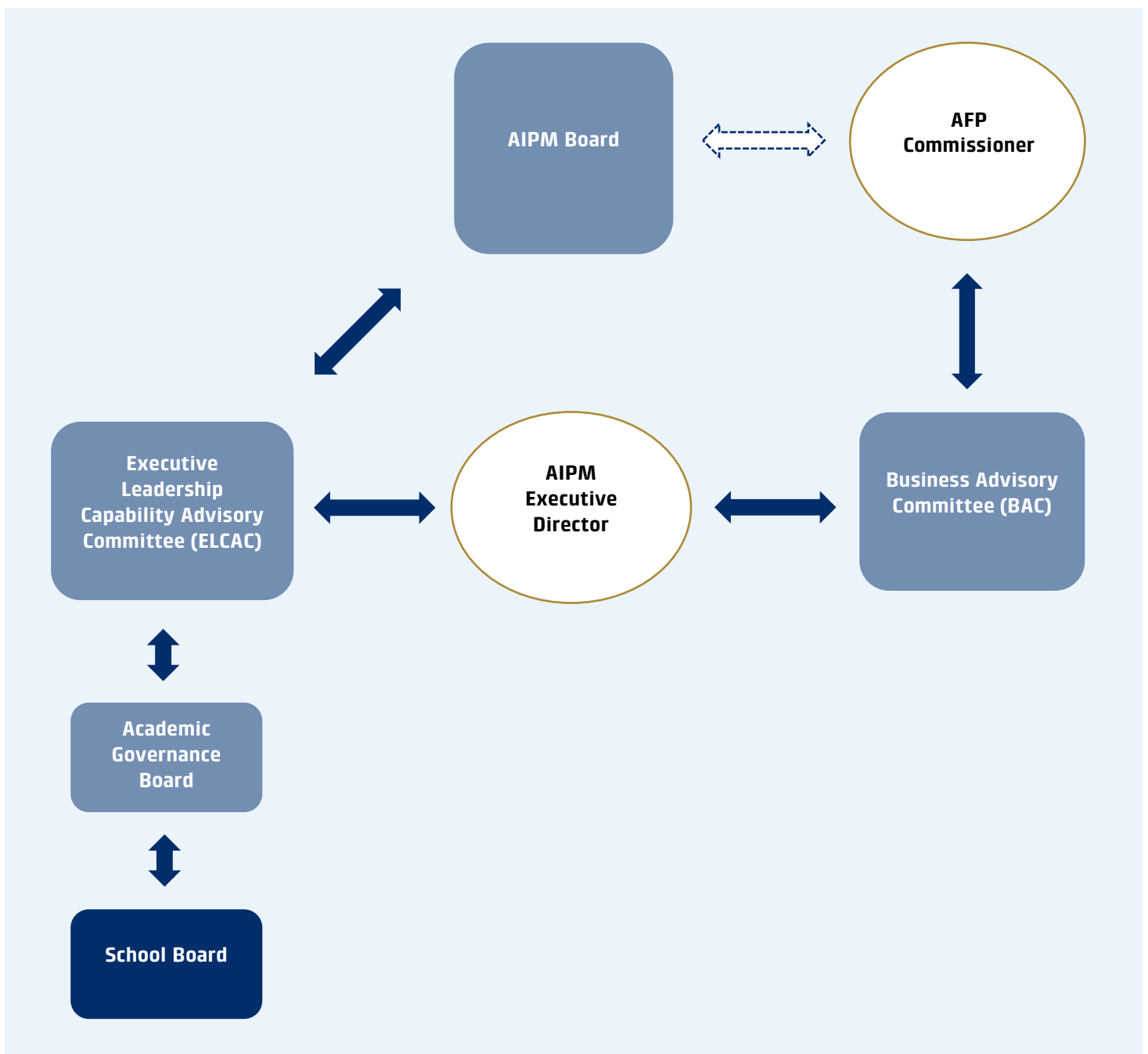


AIPM School Board

Terms of Reference 2020 -2025



About the AIPM

Governance Structure

The AIPM reports to a Board whose membership comprises all the Police Commissioners of Australia and New Zealand. The Board is responsible for setting the broad strategic direction of the Institute. In addition to its oversight responsibilities it approves the AIPM Strategic Plan and Business Plan. The Board is chaired by the Commissioner of the AFP and meets bi-annually.

The Board is supported by a Business Advisory Committee (BAC). Established in 2014, its purpose is twofold – to provide independent assurance to the Board on the risk management and business direction of the AIPM and to provide guidance and advice to the Executive Director in relation to the whole of AIPM business. BAC membership currently includes the AFP Chief Operating Officer, Chief Financial Officer, AFP Chief of Staff, AIPM Executive Director and Chair of the ELCAC.

The Board is also supported by a multi sectional public safety Executive Leadership Capability Advisory Committee (ELCAC). This comprises representatives from each of the jurisdictions and invited members from within the broader public safety sector. The ELCAC is an advisory body to the AIPM and meets bi-annually. The ELCAC provides input into the breadth of AIPM leadership development activities and focus. Its span includes AIPM program offerings through to stewardship of broader issues of national strategic leadership relevant to capability development. Its contribution ensures the work of the AIPM is both contemporaneous and attuned to the current and emerging needs of law enforcement agencies and future public safety leaders.

The ELCAC also has strategic responsibility for academic governance at the AIPM and is supported in this role by the Academic Governance Board (AGB), which provides academic governance and advice on program content, student progression, and TEQSA accreditation. Supporting the AGB is the School Board, which provides day to day oversight of AIPM's Higher Education activities.

The AIPM Executive Director reports directly to the Commissioner of the AFP on all Board matters and the Chief of Staff, on all other matters related to the administration of the AIPM. The AIPM operates within the corporate governance framework of the AFP. This is applied to all aspects of the AIPM's corporate service functions including HR, financial management & audit, purchasing & procurement, contract & assets management, capital development and work health & safety. Staff are employed under the Federal Police Act 1979.

Purpose

The School Board (SB) provides governance on the day to day management of AIPM higher education programs, reporting to the AGB inter alia on moderation of grades, procedural compliance in delivery and assessment, student performance, and feedback. The School Board also formally approves graduate program grades, confirming satisfactory completion of an award.

- Activities of the SB include but are not limited to:
- Confirmation of satisfactory completion of all requirements for the award of graduate certificate or graduate diploma qualifications.
- Management of moderation activities, including monitoring of cohort by cohort performance.
- Reporting of matters of Academic Honesty and Misconduct, as well as "At Risk" students, identified in the course of program delivery, in line with AIPM policy.
- Consideration of student feedback and faculty evaluation, including implications for and recording of program iteration.
- Early identification of matters that might impact AIPM's compliance with TEQSA threshold standards.

Membership

Membership is drawn from AIPM staff and Jurisdictional Visiting Fellows engaged in delivery of graduate programs. The Board is Chaired by the Director Knowledge, with formal minutes recorded and reported to the AGB through this role. Membership comprises 9 members as thus:

(a) Chair

1. Director Knowledge

(b) AIPM Delivery Faculty

2. Director Education Services
3. Director Education Design, Standards and Evaluation

(c) Jurisdictional Representatives

4. Visiting Fellow
5. Visiting Fellow
6. Visiting Fellow
7. Visiting Fellow

(d) AIPM Staff Academic Advisory Members (non-voting)

8. Representative Education Services
9. Representative AIPM Library

(e) Observers:

10. AIPM Secretariat

Other members may be invited at the discretion of the Chair, or on direction from the ACB or ELCAC.

Meetings

The SB meets on conclusion of each graduate program, typically two to three weeks following the final assessment deadline to enable a review of all final grades.

Individuals cannot be awarded their qualification until their grades have been considered and approved by the SB.

Program participants who do not complete all assessment items in time for consideration at the SB will not be able to receive their award until after the following School Board, in line with AIPM Education Policy.

Meetings will be convened online or at the AIPM campus in Manly.

A minimum of 4 voting members is required to achieve quorum, including the Chair.

Members and advisors are required to declare any conflicts of interest that may arise at the start of each meeting. If required, exclude themselves from any discussion or deliberation of the matter or absent the meeting for that agenda item.

All members and invited guests are subject to AFP security and confidentiality requirements.

The SB minutes will be reported to the AGB as a standing agenda item. The AGB minutes will be reported to the AIPM ELCAC as a standing agenda item.

Secretariat support in the preparation of agenda papers, follow up action items, preparation of minutes and meeting co-ordination is the responsibility of the AIPM.