BCS, The Chartered Institute for IT

Computing At School Board

Terms of Reference

Responsible Body	BCS Academy
Version Number	4
Prepared by	Julia Adamson
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Summary Of Revisions Made	Version	Date
Revised Mission statement and purpose. Amended appointments to the board	2	April 2015
The addition of the Chair of the CAS Working Groups, representative from the National Centre for Computing Education (NCCE) and the Chair of the Council of Professors and Heads of Computing (CPHC) as ex-officio members of the CAS Board, the increase in maximum membership to 25 (para 4), potential minimum key stakeholder representation, brief role description for Vice Chair Person and minor typographical corrections	3	November 2019
Inclusion of the CAS Board Vice Chair Person as a Member of the Board Review Committee (para 6)	4	5 May 2021

BCS Computing At School Board

Terms of Reference

1 Status

Computing At School (CAS) is a grass roots organisation that promotes and supports excellence in computing education in schools and colleges. CAS is part of the BCS through the BCS Academy of Computing, and has formal support from other industry partners. The CAS Board reports to the BCS Academy Board.

The remit of CAS is consistent with BCS's goal that every child is entitled to receive an outstanding computing education whilst at school.

2 Purpose

The principal aims of Computing at School are:

The subject:
- Computer Science becomes firmly established in all primary and secondary schools as a foundational subject discipline, alongside mathematics and the natural sciences.

The teachers
- Teachers of Computing are confident, enthusiastic, and increasingly well qualified.
- Teaching Computing becomes a high-status, attractive career path for graduates in Computer Science and related disciplines.
- Head Teachers recognise Computing as of equal status to other core subjects and that it is essential to the future success of their school.

The students
- A growing number of students willingly choose Computing-related subjects at GCSE, and continue with them through AS, A level, apprenticeships, further education, university, and employment.
- An increasing proportion of female students choose to follow a Computing path; they are extremely under-represented in Computing at the moment.
- All students develop excellent computational thinking skills, and are able to apply them in other studies, irrespective of whether they chose to continue to study Computing at higher levels of education.

3 Responsibilities of the Board

The Board has the following responsibilities
- establishing the vision, mission and values for Computing At School, which must be consistent with the BCS Royal Charter
- designing strategy and structure to execute the CAS mission
- supporting staff members implement policy and strategy, whose responsibilities are delegated from the BCS Trustee Board

- monitoring and evaluating the implementation of strategic and operational plans and policies and reporting on implementation to the BCS Academy.

4   Constitution and Membership of the Board

- Membership of the Board shall comprise representatives from key stakeholders and participants in UK Computing education including: teachers (primary, secondary and further, ideally a minimum of four), university academics, industry (ideally a minimum of three), awarding organisation and school improvement advisors.
- The Board has the following ex-officio members:
  - Executive Director of the BCS Academy of Computing
  - The CAS National Community Manager
  - The Chairs of CAS Scotland, Wales, and Northern Ireland
  - The Chair of the CAS Working Groups
  - Representative from the National Centre for Computing Education (NCCE)
  - The Chair of the Council of Professors and Heads of Computing (CPHC)
- The Board shall not exceed twenty-five members in total at any time.
- Appointments for all non-ex-officio members, including the Chair and Vice Chair, shall be for a maximum of three years, renewable once, after which they must stand down for at least one year.
- The quorum shall be one quarter of the total membership of the Board, rounded up to the nearest whole number.
- All members must commit reasonable time and effort to the work of the Board and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Board may terminate his or her membership of the Board, unless the non-attendance was owing to illness or other reasonable cause.
- On the recommendation of the Chair of the Board, the Management Board may cancel or suspend the membership of that member where the member's actions have, in the opinion of the Board, been detrimental to the work of the Board.
- In the event that the Chair of the Board is unable to chair a Board meeting, the Vice Chair will step in to chair that particular Board meeting.
- In the event that the National Community Manager is unable to attend a Board meeting, the Executive Director (BCS Academy) may appoint another senior member of the team to attend that particular Board meeting.
- In the event of a tied vote, the Chair shall have an additional casting vote.
- A working group may not take any actions beyond those in its remit and may only make recommendations to its parent Board or committee.

5   Appointing members to the board

The process for appointing members to the board is as follows

- When vacancies arise, the Board makes an open call for nominations, citing the criteria below.
- Any CAS member may nominate another CAS member for Board membership, supplying a CV and a written statement of how the nominee fulfils the criteria.
- Nominations are reviewed by the Board Review Committee, having regard for the stated criteria, the balance of board membership (stakeholder groups, diversity). The process is in two stages with consideration and debate by internal members of the Board Review Committee, followed by a wider discussion with the independent

representative from the stakeholder community who will consider the internal recommendations and the rationale for these.

- The Board Review Committee makes recommendations to the CAS Board and the BCS Academy Board, who ratify any decisions, with the BCS Academy Board being responsible for any final decisions.
- Retiring board members who wish to stand for a further three years may self-nominate. Re-appointment is through the Board Review Committee, ratified by BCS Academy Board.
- The Chair and Vice Chair are appointed from among the Board members (excluding ex-officio members) by the BCS Academy Board, following recommendations from the CAS Board.

Criteria for Board membership requires that normally a nominee:
- Is an active and longstanding member of the CAS community
- Understands and demonstrates an active commitment to the ethos, vision, and mission of CAS
- Is able to commit sufficient time for meetings and other events
- Is respected by peers for activities that are consistent with the CAS ethos, mission and values
- Has a proven contribution to supporting Computing education and CAS
- Does not pursue any public activities that are incompatible with the above items.

6 Board Review Committee

The Board Review Committee will consist of:
- The Chair Person
- The Vice Chair Person
- Executive Director of BCS Academy of Computing
- CAS National Community Manager
- One independent representative from the stakeholder community nominated and approved by the CAS Board.

7 Role of Board members

Members of the board have collective responsibility for ensuring CAS fulfils its purpose.

They must:
- engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance available
- have a strong commitment to CAS and knowledge and experience of operations and be constructive within the context of a formal strategy/business plan
- respond appropriately to complaints, and
- ensure that the board does not exceed its powers or functions
- ensure that CAS activities are consistent with the BCS Royal Charter
- Board members are expected to regularly attend meetings of the Board and any Committees or Working Groups to which they are appointed, as well as attend events at which it is reasonable for them to be present.

8   The role of the Chair Person

Working with the National Community Manager, the role of the Chair Person is to provide effective strategic leadership in achieving the objectives set by the CAS Management Board. The role bears the following specific responsibilities:

- the development and implementation of policy
- liaising with responsible officers to determine appropriate business plans and enacting them
- representing the views of the Board, stakeholders and others
- liaising with and promoting the value and mission of CAS to the wider public
- accountability for the delivery of agreed policy and targets.

9   The role of the Vice Chair Person

In addition to deputising for the Chair Person in the event that they are unable to attend a meeting, the role bears the following specific responsibilities:

- assisting with setting of meeting agenda and board meeting dates
- assist working group chairs with planning and delivering working group meetings
- assist with community engagement activities including face to face events and online through #CASChat and the CAS forum
- be willing to commit the time required for preparation, board participation and working group participation (as required)
- represent CAS at specified meetings, groups and events.

10   Approval and Review

These Terms of Reference shall be approved by the BCS Academy Board. The CAS Board will review them on an annual basis, usually at the first meeting of the academic year.