

Malta Business School

Management Review Board Policy

Revision History			
Version Number	Revision Date	Revised by	Summary of changes
Version 0	06-10-2017	RBM	Set up of document.
Version 1	06-10-2021	CC	Review. No changes.
Version 2	01-10-2025	CC	Review. Slight changes.

Malta Business School Management Review Board Policy

1. Introduction

Malta Business School (MBS) is a School that believes in the importance of a quality based approach and proper management of both its business and academic activities. In this regard, MBS describes in this policy document, one of the tools in its PDCA philosophy [Plan, Do, Check, Act], namely its Management Review Board (MRB). The MRB as an advisory board which shall drive the PDCA methodology within MBS by planning, facilitating, reviewing and acting upon the inputs and outputs of its processes as well as designing, maintaining, reviewing and correcting the internal processes of MBS as needed both by its internal and external context. The voice of the customer shall be of primary consideration which drives the activities of the MRB within the context of sustainability and effectiveness of MBS activities. Factual and objective decision making shall be a prerequisite for MRB activities.

2. Composition

The MBS Management Review Board (MRB) will consist of the Dean of MBS who shall be one of the members and also the chair. The other members shall be the top management team (TMT), as well as internal and external stakeholders of MBS representing each stakeholder group (staff, tutors, students, alumni, industry representatives). Other members may be invited by the Dean, depending on the necessities of the agenda. All MRB members shall have equal status within the MRB. The MRB may also appoint a secretary, who is not a MRB member.

3. Qualifications of MRB members

MRB members shall be current employees, stakeholders or consultants of MBS. MRB members shall be bound to MBS by a non-disclosure agreement.

4. Meeting frequency

The MRB shall meet as required and as decided by the same MRB or as called up by the Dean but meetings shall be held at least once every year with the above constitution. Meetings shall be preceded by a notification communication of the date and time of the MRB meeting at least a week in advance. Such a communication shall include an agenda and the minutes of the previous MRB meeting. More frequent meetings of only the TMT shall be held and may include some other members as required.

5. Terms of reference for MRB agenda

Any MRB meeting may discuss any of the following:

- 1 Approval of Previous meeting minutes
- 2 Review of the financial, quality and performance related KPI's of MBS
- 3 Review of current or future relevant legislation or regulatory obligations
- 4 Review of resources related to administration and academic performance
- 5 Review of internal policies related to administrative and performance matters
- 6 Review of current programmes results and effectiveness of learning
- 7 Review of specific student performance and any support required
- 8 Review of tutor performance and tutor selection policy
- 9 Review of employee performance and support required
- 10 Review of any student complaints related to administrative matters
- 11 Review of internal and external audit results and verification of actions arising from such audits
- 12 Strategic direction and future plans
- 13 Any other matters
- 14 Agreement on next meeting date

The above matters may be discussed, within the formal MRB, any number of times, but at least once within any calendar year. Final authority on matters which are related to academic discipline and rigour shall fall under the Academic Review Board, while matters relating to administration issues shall fall under the authority of the Management Review Board.

6. Management review board action plan and reporting

The MRB shall keep two main records of its activity. The first shall be a written record of the minutes of any MRB meeting. Such records shall be maintained and be retrievable for at least 5 years. The MRB shall also maintain an ongoing Action Plan which will be split into actions currently ongoing and separately a list of actions completed.

Each action shall be:

- 1 Dated as to when it was initially raised
- 2 Accurately but concisely described
- 3 Identify the person/s responsible for action completion
- 4 Assigned target dates for completion along with actual completion dates
- 5 Current status of action

Actions which are grossly overdue shall be escalated for direct action with the Dean.

Historical information regarding waypoints in the completion of each action shall be maintained within the action plan records.

7. Annual review

Within any calendar year the MRB shall conduct a specific meeting where it shall review and report on a critical review of its own and MBS activities within the context of the MRB terms of reference contained in section 5 of this policy document. Such an annual report shall be written and signed by all MRB members. MBS shall retain copies of all such MRB annual reports.