

HIGHER EDUCATION CURRICULUM & QUALITY COMMITTEE

Terms of Reference and Standing Orders

1 Introduction

- 1.1 The Terms of Reference and Standing Orders of the Higher Education Committee may be varied at any time by the Corporation.
- 1.2 The Terms of Reference and Standing Orders of the Higher Education Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.3 Members are required to make known if they or a person with whom they have a close connection (e.g. spouse/partner or child) has a personal interest (be it financial or otherwise) in a matter before the Committee

2 Terms of Reference

To seek assurance and make recommendations to the Board of the Corporation on the following matters related to the Group's Conditions of Registration to the Office for Students (OfS) as set out in Conditions E1-E5 (Governance):

- 2.1 Ensures that the Group's governing documents uphold the public interest governance principles that are applicable to the provider.
- 2.2 Ensures that the Group has in place adequate and effective management and governance arrangements to:
 - Operate in accordance with its governing documents.
 - Deliver, in practice, the public interest governance principles that are applicable to it.
 - Provide and fully deliver the higher education courses advertised.
 - Continue to comply with all conditions of its registration.
- 2.3 Ensures that the Group:
 - Accepts responsibility for the interactions between the Group and the OfS and its designated bodies.
 - Complies with all of its conditions of registration and with the OfS's accounts direction.
 - Nominates to the OfS a senior officer as the "accountable officer" who has the responsibilities set out by the OfS for an accountable officer from time to time.
- 2.4 Ensures that the Group notifies the OfS of any changes of which it becomes aware which affect the accuracy of the information contained in the Group's entry in the Register.
- 2.5 Ensures that the Group complies with guidance published by the OfS to facilitate, in cooperation with electoral registration officers, the electoral registration of students.

2 Terms of Reference

To make recommendations to the Board of the Corporation on the following matters:

- 2.6 Review and renewal of all Policies relevant to Higher Education provision.
- 2.7 The Higher Skills Strategy
- 2.8 The Access and Participation Plan
- 2.9 Higher Education Code of Governance

To advise consider, monitor and assure the Board on the effectiveness of the Group's HE academic standards, quality assurance and enhancement in relation to all taught programmes particularly regarding:

- 2.10 Self-Evaluation Document
- 2.11 The Conditions of Registration and Risk Report
- 2.12 Quality Improvement Plan
- 2.13 Reportable Events
- 2.14 Student Engagement Outcomes Report
- 2.15 Student Partnership and Teaching and Learning Report
- 2.16 Curriculum Development and Partnerships
- 2.17 Student Feedback Report
- 2.18 Higher Education Update
- 2.19 Quality Calendar

3 Membership

- 3.1 The Committee shall comprise 9 members and shall be entitled to invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall not be entitled to vote at meetings but shall be entitled to speak).

Membership will comprise of the following:

- The Chairperson of the Board of the Corporation
- The Principal and Chief Executive Officer
- The two Higher Education Link Governors
- A Higher Education Student Representative
- The Chairperson of the Further Education Curriculum and Quality Committee
- Three external co-opted specialists preferably within the areas of Regularity and Compliance, Widening Participation and Quality and Standards.

3 Membership

The Committee will be supported by the Deputy Principal and the Head of Higher Education and Higher Skills and other relevant managers as required.

- 3.2 The Chairperson and Vice Chairperson will be selected every two years by a majority of the Committee members.
- 3.3 The Committee shall meet as many times as it considers appropriate during an academic year but will meet at least once a term.

4 Term of Office

- 4.1 The term of office of members will normally be four years unless determined otherwise by the Corporation.
- 4.2 A member of the Committee may resign from membership by giving notice in writing to the Corporation Secretary.
- 4.3 A vacancy which arises during the period of office will be filled by the appointment of a new member by the Corporation.

5 Appointment of Chairperson and Vice Chairperson

- 5.1 The members of the Committee will appoint a Chairperson and Vice Chairperson from amongst their number subject to them being members of the Corporation.
- 5.2 The Chairperson and Vice Chairperson shall hold office for at least two years. Normally the period of office will commence at the first meeting of the academic year.
- 5.3 If both the Chairperson and Vice Chairperson are absent from any meeting of the Committee, the members of the Committee present shall choose one of the Committee to act as Chairperson of that meeting having regard to the provisions of paragraph 5.1.
- 5.4 The Chairperson and Vice Chairperson may resign, at any time, their respective office by notice in writing to the Corporation Secretary.
- 5.5 The Chairperson and Vice Chairperson retiring at the end of their respective term of office shall be eligible for reappointment.

6 Quorum

- 6.1 Meetings of the Committee shall be quorate if 3 or more members are present.
- 6.2 If the number of members of the Committee assembled for a meeting does not constitute a quorum thereof, the meeting shall not be held. If in the course of a

6 Quorum

meeting the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.

- 6.3 If for the lack of a quorum, a meeting cannot be held or, as the case may be, cannot continue, the Chairperson shall, if he/ she thinks fit, cause a special meeting to be summoned as soon as practicable

7 Proceedings of Meetings

- 7.1 Every matter to be decided at a meeting shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chairperson of the meeting shall have a second or casting vote.
- 7.2 No resolution of the Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- 7.3 The proceedings of the meetings of the Committee will be recorded in the minutes produced by the Corporation Secretary to the Committee. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Corporation.
- 7.4 The minutes of every meeting of the Higher Education Committee will be presented to the Board of the Corporation at the next available opportunity. The Chairperson of the Committee will provide members of the Board of the Corporation with a verbal report of the meetings considerations and key matters.

8 Secretary to the HE Curriculum & Quality Committee

- 8.1 The Secretary to the Committee will be the Corporation Secretary or in their absence the Deputy Corporation Secretary

9 Public Inspection

- 9.1 The Terms of Reference, together with the Committee's advice to the Board of the Corporation, will be made available by the Corporation Secretary for inspection to any members of the public, during normal office hours and on the Group's website.