

**HIGHER EDUCATION GOVERNANCE
COMMITTEE
MEMBERSHIP AND TERMS OF REFERENCE**

Membership:

Governors: Up to five Governors.
To include the HE Student Governor.

In attendance: Vice Principal Higher Education
Assistant Director HE: Academic Registry
Assistant Director HE: Curriculum and Quality
Clerk to the Corporation and/or
Minute Secretary

DATE REVIEWED: 29/11/2017

WESTON COLLEGE CORPORATION

HIGHER EDUCATION GOVERNANCE COMMITTEE

TERMS OF REFERENCE

1. AUTHORITY

1.1. HE Governance Committee Responsibilities

This is not a Statutory Committee. However, the Committee has decision-making powers, delegated by Weston College Group Corporation.

The Higher Education Governance Committee on behalf of the Corporation shall be responsible for the following functions:

- The determination and review of the educational character, mission and strategy of University Centre Weston and the oversight of its activities;
- Providing oversight and scrutiny of higher education quality and standards at University Centre Weston, ensuring maintenance of academic standards and the quality of the student academic experience;
- Accountability for the academic standards and student experience at University Centre Weston taking decisions on matters within their duties and responsibilities;
- Ensuring that there are effective systems which facilitate student involvement, at all levels, which seek to improve the student academic experience;
- Oversight and scrutiny of the financial sustainability in accordance with the instruction of the chief accounting officer of the higher education provision at University Centre Weston.

The Weston College Group Search Committee will have responsibility for electing the Chair of the Higher Education Governance Committee, as well as identifying other Governors who will be members.

1.2. HE Governance Committee Delegated Authority

The Committee will have delegated authority on behalf of the Weston College Group Corporation for:

- The approval of the UCW Quality and Standards Report and accompanying action plan.
- The approval for sign off Annual Quality Assessment Returns stipulated by regulatory bodies.

- Protecting the interests of students as consumers through ensuring compliance with Consumer Law.
- The approval of Academic Regulations where UCW has responsibility and authority.

2. QUORUM

The quorum for each meeting shall be four (4) members of which 3 must be governors.

3. MEETING CYCLE

There will be at least three meetings per year. Normally these will be scheduled in **November**, March, and June. The Chair may choose to add extra meetings if required.

4. DECLARATION OF INTEREST

Standing Orders relating to disclosure of interest apply to Committee meetings in the same way as they apply to Corporation meetings.

5. TERMS OF REFERENCE

The primary role of this Committee is to gain assurance on behalf of the Corporation that:

- 5.1. The Committee will be responsible for the ongoing scrutiny of a strategic risk register relating to key areas detailed below.**
- 5.2. Higher education provision at University Centre Weston meets the needs and expectations of higher education students, employers, partner universities, and appropriate government bodies.
- 5.3. Data relating to higher education recruitment, student achievement, continuation rates and destinations is matched with and compares favourably with the higher education sector in general, and college higher education specifically.
- 5.4. Data related to student satisfaction is analysed, acted upon, and impact of actions assessed.
- 5.5. Higher education learning, teaching and assessment are being monitored and improvement actions are in place and being delivered.
- 5.6. The Higher Education Directorate reflect the requirements of the Revised Operating Model for Quality Assessment in terms of its structure, actions, reporting, policies and procedures.
- 5.7. Higher education continues to develop and expand at University Centre Weston.
- 5.8. To provide the assurances that are required by HEFCE, ensuring that academic standards and quality are being maintained and that the student academic experience is enhanced.**

6. The Committee shall seek to gain assurance that:

- 6.1. Teaching, learning and assessment of higher education students is reviewed on an on-going basis to ensure that academic standards and the quality of the student experience are maintained and that HE pedagogy reflects best practice and the expectations of the UK Quality Code.
- 6.2. Provision is appropriate to the needs of higher education students, employers, university partners, other key stakeholders and the wider community.
- 6.3. Higher education student achievement, continuation, employability and student satisfaction meets internally set targets.
- 6.4. Robust processes and mechanisms are in place for curriculum planning, recruitment, quality assurance, annual monitoring, enhancement, strategic planning and student engagement.
- 6.5. Data are monitored and analysed for different groups of higher education students including those with protected characteristics. Commitment to widening participation and equality and diversity is maintained.
- 6.6. Student engagement is present at all levels, is effective and used to monitor the quality of provision and prioritise improvements, as well as help develop new provision and the expectations of the UK Quality Code is being met.
- 6.7. Partner university and employer engagement are used to identify improvements in provision and partnership activities.

7. The Committee shall:

- 7.1. Agree the content of a risk register for higher education at University Centre Weston along with risk owners who may be required to attend meetings related to their particular risk(s).
- 7.2. Where appropriate, the recommendation of identified risk to be forwarded to the Weston College Group Corporation risk register.
- 7.3. Receive and recommend to Corporation for approval the HE Academic Standards and Quality Report, and assure that it identifies both strengths and areas for improvement referencing the constituent parts of the Revised Operating Model for Quality Assessment.
- 7.4. Review the analysis and actions resulting from the National Student Survey findings.
- 7.5. Review the impact and effectiveness of student engagement through the Student Engagement Report.
- 7.6. To ensure that student protection measures are implemented and consumer protection obligations are met, through the findings of the annual HE Complaints and Competitions and Markets Authority (CMA) Compliance report.
- 7.7. Receive regular reports on higher education student numbers.

- 7.8. Review the effectiveness of University Centre Weston's arrangements for hearing and considering concerns and issues that students have, and to ensure feedback is timely and effective.
- 7.9. To review the effectiveness of the Committee through a self-assessment exercise and report this to Corporation on an annual basis.
- 7.10. Provide assurance when requested by Corporation regarding compliance with Safeguarding procedures and PREVENT duty.

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HIGHER EDUCATION GOVERNANCE COMMITTEE

Ref.	Achieved By	Frequency
5.5; 6.2; 6.7	Learning and Teaching report (update on developments, effectiveness, technology enhanced learning and analysis of actions/impact).	March meeting
5.3; 5.8; 6.5	Applications update	March and June meeting November meeting
5.3; 7.7; 6.5	Enrolment / student numbers reports	
5.1; 7.1	Review and analysis of data • Risk Register	Each meeting
5.3; 6.3; 6.5	• Previous year student achievement, continuation and destination report	November meeting
5.4; 7.4; 6.5	• NSS report	November meeting
5.3; 6.5	• “In-year” retention data	March and June meeting
5.3; 6.3; 6.5; 7.4; 6.7	• Key external data	Each relevant meeting
5.2; 5.7; 6.1; 6.7 5.8; 7.3; 6.7	Reporting and review of key strategy and other documents including: • Higher Education Strategy • Consideration and approval of HE Academic Standards and Quality Report	March meeting November meeting November meeting
5.6; 5.8	• Consideration and approval of the Annual Quality Assessment Return	
6.4; 6.6; 7.5; 7.8	Student engagement effectiveness and impact on the student experience. • Student Engagement Report	Each meeting
7.6; 7.10	• HE Complaints and Appeals Report	December meeting
7.6	Information on compliance activities with external bodies, including due diligence reports.	Each appropriate meeting

7.1; 7.2	Items arising from the Chair and Vice-chair's scrutiny of the risk register.	Each appropriate meeting
7.9	Governance Self-Assessment Activity	November

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