

## **Terms of Reference, Membership and Delegated Authority Higher Education Committee**

The Committee will have oversight for Higher Education across the Group on behalf of the Corporation.

### **Higher Education Responsibilities**

1. To monitor compliance against the Office for Students 23 conditions of registration (with the exception of D1 and G3) using the compliance spreadsheet from the Higher Education Academic Board (HEAB).
2. To review and monitor progress against the Access and Participation Plan.
3. To monitor progress against the HE Strategy aims.
4. To agree and inform the Office for Students of any reportable events.
5. To monitor compliance of University Partner Agreements.

### **Proposed Membership**

The Committee to consist of 7 members, of whom one will be the Group Principal / CEO. Other senior management staff may not be members of the Committee but Members of the Group Leadership Team responsible for delivery of the key areas of responsibility as detailed in this document will attend all meetings of the committee and other senior managers may be invited to attend meetings as required.

### **Chair**

The Committee members shall annually elect a Chair and Vice-chair at the first meeting of the academic year.

### **Procedural Rules**

The procedural rules will be those which govern the proceedings of the Corporation.

### **Quorum**

A quorum of the Committee shall be three members.

### **Clerk**

The Head of Governance shall act as Clerk to the Committee.

### **Meetings**

The committee shall meet as required with at least two meetings per annum.

### **Reporting Responsibilities**

The Higher Education Academic Board (HEAB) which is chaired by the Head of Higher Education will report to the Higher Education Committee.

The Chair of the Higher Education Committee shall report formally to the Corporation on the proceedings of the Committee after each meeting on all matters within its duties and responsibilities.

The Committee shall provide a termly opinion to the Audit Committee on risk areas and assurance levels allocated to the committee.

### **Delegated authority**

The Higher Education Committee has authority to:

- 1 appoint co-opted members (maximum 2) as required to meet the need for specific additional experience;
- 2 appoint a student member
- 3 commission an investigation of any activity within its Terms of Reference and in order to do so has the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit;
- 4 Obtain appropriate external advice when considered necessary.

Additional authority to be delegated by the Corporation when so resolved.

Revised November 2023  
Next review November 2024

## HIGHER EDUCATION COMMITTEE

### PLANNED BUSINESS FOR THE YEAR

HE COMMITTEE	November 2023	March 2024	June 2024
<b>Recurrent Matters</b>			
Apologies	*	*	*
Election of Chair and vice-chair	*		
Minutes- Academic Board to note	*	*	*
Minutes – HE Committee to agree	*	*	*
Matters arising from the minutes	*	*	*
Terms of reference & Membership	*		
Planned Business for Year	*		
Board Assurance Framework reports	*	*	*
<b>Strategic Updates</b>			
National HE Policy Updates	*	*	*
HE Strategy	*	*	
TEF report	*	*	*
Access and Participation Plan- progress update	*	*	*
HE Curriculum development reports		*	*
HE Marketing strategy update reports		*	*
HE Student enrolments update	*		
HE Student recruitment update		*	*
<b>HE Quality Monitoring</b>			
HE Quality Data Dashboard / Report- review	*	*	*
HE Student Surveys	*	*	*
National Student Survey (NSS) results	*		
HE Complaints	*	*	*
Risk Document		*	*
<b>Office for Students</b>			
Reportable Events	*	*	*
Assurance on OFS regulatory compliance	*	*	*
Assurance on public information – for approval			*
<b>For approval</b>			
Access and Participation Plan		*	
HE Admissions Policy	*	*	*
HE Complaints Policy			
Fitness to Study Policy			
HE Student Complaints monitoring reports	*	*	*
HE Fees Policy		*	
HE Annual Report	*		
Tier 4 Compliance Policy			*