



FURTHER EDUCATION AND HIGHER EDUCATION APPRENTICESHIPS OVERSIGHT GROUP

TERMS OF REFERENCE

July 2022

Constitution

The Board of Governors has established a sub-committee of the Board called the Further Education and Higher Education Apprenticeships Oversight Group. On behalf of the Board of Governors, the Further Education and Higher Education Apprenticeships (FE&HEA) Oversight Group provides Board level oversight of the University's FE&HEA provision.

Membership

The Further Education and Higher Education Apprenticeships Oversight Group membership shall be appointed by the Board of Governors and must consist of members with no executive responsibility for the management of the University.

The membership of the group may comprise of a combination of independent and co-opted members. The Staff and Student Governor will be a member of the Group. The maximum membership of the Group shall be six members.

A quorum shall be 50% of the total appointed membership, plus one member.

Where a member cannot attend a meeting, then they can submit any comments on reports to either the Clerk or Chair of the Group in order that their comments can be raised.

Attendance at meetings

The DVC (Student Development & Engagement), the Higher and Degree Apprenticeships Manager, the Nominated Ofsted Lead, and both the Heads of School and representatives from each area of provision covered within the scope of Ofsted, shall normally be invited to attend meetings of the Group.

Frequency of meetings

Meetings will normally be scheduled three times each academic year (in November, April and July).

Authority

The Group is authorised by the Board of Governors to investigate any activity within its duties. It is authorised to seek any such information it requires from any employee, and all employees are directed to co-operate with any request made by the Group.

The Group and its members are subject to the Standing Orders of the Board of Governors in respect of all aspects of the Group's operation.

The Group will review its Terms of Reference at least every four years. Amendment of the Terms of Reference requires approval of the Board of Governors.

Duties

The Oversight Group fulfils its role primarily by receiving and considering reports at a strategic level relating to all aspects of the University's FE&HEA provision, including the quality of the learner and employer experience, the outcomes for learners, and the overall financial management and sustainability; and reporting back to the Board of Governors as appropriate.

The duties of the Group shall be to:

- a) receive and consider reports relating to the University's compliance with its statutory responsibilities relating to FE & HEA provision within Ofsted's scope including, but not limited to:
 - i. Academic Quality
 - ii. Equality, Diversity and Inclusion
 - iii. Funding monitoring
 - iv. Health and Safety
 - v. Key Performance Indicator targets, progress and outcomes
 - vi. Learner & Employer Satisfaction
 - vii. Safeguarding and associated policies and procedures
 - viii. Student Attainment
 - ix. Subcontractor performance
 - x. All policies related to the provision
- b) receive and consider the Annual Self-assessment Report (SAR) and associated Quality Improvement Plan (QIP) on behalf of the Board of Governors
- c) receive and consider reports relating to the institutional governance structure for the University's FE&HEA provision in the context of Ofsted requirements
- d) review the strategic plan for FE&HEA and monitor progress against its objectives
- e) receive assurance that the University complies with the requirements of the Register of Apprenticeship Training Providers

Reporting procedures

The minutes (or a report) of meetings of the Group will be circulated to all members of the Board of Governors.

The Group will prepare an annual report covering its activities during the academic year. The report will be addressed to the Board of Governors and Vice Chancellor, and will summarise the relevant activity for the year.

Clerking arrangements

The Clerk to the Board of Governors performs the role of Clerk to the Group.