

## HE Educational Excellence Committee

### Terms of Reference



#### **Purpose**

To oversee the College's HE quality strategy and procedures and scrutinise their impact in ensuring the highest standards and continual improvement in the experience of all students and their levels of achievement.

To provide advice to the Executive and Corporation on HE strategy, partnerships and relationships with the Office for Students as required, and as appropriate be given delegated authority for specific decisions by the Corporation.

To challenge and hold to account the leadership team on matters of educational quality and the student experience, seeking continual improvement

#### **Responsibilities**

1. To monitor the impact of, and approve the implementation of, quality assurance/educational improvement strategies;
2. To review Key Performance Indicators in relation to the quality of HE teaching and learning, curriculum delivery and outcomes, and student recruitment and progression, challenging and agreeing remedial actions when required;
3. To review progress reports on the implementation of Quality Improvement Plans and other evaluation reports related to the quality and achievement of learning across the College;
4. To consider the College's annual review of teaching and learning (including any partner university-led action plans), identifying significant changes in results, emerging trends and risk in relation to future performance and/or ongoing partnerships with our university partners, and recommend the report to the Corporation for approval;
5. To review the College's performance against internal and external targets, performance projections and peer group benchmarks; and set appropriate targets for the forthcoming academic year, challenging and agreeing remedial actions when required;
6. To exercise oversight of the College's registration with the Office for Students on behalf of the Corporation;
7. To take responsibility for all Office for Students submissions from the College, including those from parts of the College outwith University Studies
8. To ensure the student voice is listened to, review the results of student surveys, and ensure student input is used to inform decision making/action plans;
9. To review College-wide reports on Equality, Diversity and Inclusion and Safeguarding to ensure staff within US follow best practice and compliant with regulatory requirements, making recommendations as required to the Corporation.
9. To include data, reports and policies required by the OfS in relation to HE students studying elsewhere in West Suffolk College, with University Studies (e.g. Higher Apprentices). Data will be reported alongside those from students within University Studies, noting that other aspects of their educational quality will be monitored by the FE Educational Excellence Committee.
10. To advise on employer engagement, employer partnerships and the employability of our students;
11. To advise the Executive Corporation on strategic partnerships with other HE providers in particular ensuring strong relationships with our validation partners;
12. To consider strategic developments in HE and integrate into College strategy through appropriate engagement with the Corporation.

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#### **Delegated Authorities**

1. To approve the USWSC Admissions Policy
2. To approve the USWSC Student Transfer Plan
3. To approve the USWSC Student Protection Plan
4. To approve the USWSC Student Information & Communication
5. To approve the USWSC Student Charter

#### **Policies/Reports to scrutinise and recommend to the Trust Board:**

1. To review and recommend the USWSC General Terms and Conditions
2. To review and recommend the USWSC Non-Academic Complaints Procedure (HE)
3. To review and recommend the USWSC Student Discipline Procedure
4. To review and recommend the USWSC Disability Statement

#### **Membership**

The Committee shall comprise up to nine members; including:

- (a) The CEO (as Accountable Officer)
- (b) The HE Student President/Governor
- (c) At least two Governors who will act as Chair and Vice-Chair
- (d) Up to four individuals who are not members of the Corporation but have the relevant skills.

There shall be a standing invitation for the Executive Dean for Higher Education and Vice-Dean for Higher Education, as well as for Corporation members, to attend meetings of the Committee. Other members of staff may also attend on specific invitation from the Committee Chair.

The quorum for meetings of the Committee shall be four.

#### **Chair**

The Corporation will appoint a Governor (but not the CEO) as the Committee Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

#### **Vice-Chair**

The Corporation will appoint a Governor (but not the CEO) as the Committee Vice Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

#### **Clerk**

The Clerk to the Corporation shall act as Clerk to the Committee

#### **Frequency of Meetings**

The Committee will meet not less than once a term.

#### **Term of Office**

Members will be appointed for terms of four years, which may be renewable by the Corporation. Appointment of Governors to the Committee will cease at the end of their term of office as a Governor, unless members opt to terminate their membership by issuing notice of resignation to the Clerk to the Corporation

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**Powers**

This Committee is advisory to the Corporation, apart from the specific powers delegated above and any additional powers as delegated by the Corporation, from time to time.