

DN COLLEGES GROUP

TERMS OF REFERENCE

HIGHER EDUCATION PERFORMANCE AND QUALITY COMMITTEE

1. Background and Purpose

- 1.1 The Higher Education Performance and Quality Committee is formally established by the DN Colleges Group Board in line with the requirements of its Instrument and Articles of Government
- 1.2 Overall, the Higher Education Performance and Quality Committee's role shall be to advise the Corporation with regard to its responsibilities for oversight of HE provision, in particular:
 - Maintaining oversight of academic governance arrangements
 - Respecting the principles of academic freedom and collegiality
 - Maintaining oversight of academic risk
 - Encouraging student involvement in academic governance
 - Maintaining oversight of the effectiveness of student complaints processes and securing the welfare of students
 - Reviewing the OfS Annual Assurance Statement
 - Reviewing the annual HE Self-evaluation document

2. Membership and Terms of Appointment

- 2.1 The membership of the Higher Education Performance and Quality Committee shall be up to 11 members appointed by the Corporation and will include the Chief Executive and HE Student Governors. The Deputy CEO / Principal and other appropriate members of the College management will also be in attendance.
- 2.2 Members shall normally serve for a period of two years and, subject to consideration by the Search and Governance Committee, shall be eligible for reappointment by the Corporation
- 2.3 The Higher Education Performance and Quality Committee should include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively
- 2.4 The Clerk to the Corporation (or a nominee) shall act as clerk for all meetings
- 2.5 Members of the Senior Leadership Team (SLT) shall be in attendance at meetings as appropriate
- 2.6 Other members of the DN Colleges Group Board and appropriate staff may attend meetings by arrangement or agreement with the Clerk to the Corporation and the Chair of the CQP Committee

3. Election of Chair and Vice Chair

- 3.1 The Chair of the Committee shall be elected for a two-year term;
- 3.2 The Vice Chair of the Committee shall be elected for a two-year term;

- 3.3 Only External Governor Members are eligible for appointment as Chair and Vice Chair

4. Frequency and Conduct of Meetings

- 4.1 Meetings will be held once each term, scheduled annually in advance, to align with timely reporting to meetings of the DN Colleges Group
- 4.2 Meetings will be conducted in accordance with the Instrument and Articles of Government, Corporation Standing Orders and the Committee's Terms of Reference.

5. Quorum

- 5.1 The Quorum for meetings of the HE Performance and Quality Committee will be 40% of committee membership, of which at least three should be External Governors (non-Staff and non-Student Members)
- 5.2 To avoid a meeting being cancelled due to quoracy issues, other Corporation Board members can be called to attend a meeting at short notice.

6. Responsibilities of the Higher Education Performance and Quality Committee

- 6.1 The HE Performance and Quality Committee has the following functions:
- To consider the use of academic performance data
 - To exercise oversight of and feel assured of the effectiveness of Quality Assurance processes
 - To ensure communications between the Higher Education Boards of Studies Academic Board and the Corporation Board
 - To receive assurances that the College responds to external influences which may impact on academic quality and standards in an effective way
 - To receive and challenge, as appropriate, assurances that the quality and standards are maintained as required by awarding bodies including University partnerships
 - To provide appropriate challenge to the leadership teams
 - To report to the Corporation Board on a regular basis, and approve the annual report to confirm the Governing Body's satisfaction with the institution's academic performance in relation to academic experience and academic output standards across the Higher Education provision
 - To receive assurances that the quality of the student learning experience is maintained and enhanced.
 - To review, and recommend for approval, the Freedom of Speech Policy
 - To review, and recommend for approval, the Self-evaluation Documentation

7. Risk Management

- 7.1. The Risks on the Corporation Risk Register which are pertinent to the HE Performance and Quality Committee to be considered at each meeting.

8. Powers

- 8.1 The HE Performance and Quality Committee shall have the powers shown in the table at **Annex A**, as set out within the Scheme of Delegation.

9. Reporting to the DN Colleges Group Board

- 9.1 Draft minutes of HE Performance and Quality Committee meetings (agreed by the Chair) shall be submitted for information to the subsequent meeting of the DN Colleges Group Board.
- 9.2 Any items recommended by the Committee for approval, shall be the subject of a report to the Board.

SUMMARY OF THE COMMITTEE'S RESPONSIBILITIES

STRATEGY / POLICY / PROCEDURE	APPROVED BY THE COMMITTEE	REVIEW AND / OR RECOMMEND TO THE BOARD FOR APPROVAL
Ensuring the elements of the AoC Code of Good Governance as applicable to the Higher Education provision at University Centre Doncaster and University Campus North Lincolnshire (UCNL) are complied with	✓	
Freedom of Speech Policy		✓
Self-Evaluation Documentation		✓
OfS Annual Assurance Statement	✓	
Monitoring HE achievement and success rates	✓	
Monitoring HE student recruitment and retention	✓	