

**Terms of Reference  
HE Committee**

<b>Mission</b>	<b>“To inspire achievement by delivering outstanding education and skills”</b>
<b>Vision</b>	<p><b>We will:</b></p> <ul style="list-style-type: none"> <li>• Achieve excellence through fully releasing the potential of our students and colleagues</li> <li>• Deliver inspirational teaching and learning and student experience in Further and Higher Education</li> <li>• Make Reaseheath the preferred place to work and study with superb facilities, resources and support for colleagues and students</li> <li>• Lead and develop partnerships with industry and our communities that make a positive difference</li> <li>• Be the College, training provider and employer of choice</li> </ul>
<b>Title</b>	<b>HE Committee</b>
<b>Chair</b>	Dr Ian Graham (independent)
<b>Membership</b>	<p>Meredydd David (Principal)  Francesca Francis (co-opted)  Hannah Holwell (student)  Anne McKay (staff)  Richard Ratcliffe (independent)  Emily Thrane (independent)  Karen Willis (co-opted, University of Chester)</p> <p>Clerk (in attendance)  The Committee shall have the power to consult external advisers to fulfil its responsibilities.</p>
<b>Quorum</b>	3 Members, including the Chair, but by exception in the absence of the Chair, provided at least one independent member (i.e. other than the Principal, student or staff member) must be present.
<b>Purpose</b>	To advise and assure the Board of Governors (The Board) on the effectiveness of the College HE strategy, to monitor performance and to advise on strategies to exceed expectations and achieve outstanding status.

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1. To monitor, consider and assure the Board on the effectiveness of the College’s HE policies and strategy for academic standards, quality assurance and enhancement in relation to all taught Higher Education programmes.

2. To ensure continuous improvement through a culture of student engagement and 'employment ready' focus on course design and delivery.
3. To ensure that appropriate systems are in place to listen to the views of students, respond effectively and ensure outcomes are effectively communicated back to the student body.
4. Approve and review arrangements for the management of programmes in accordance with college and validating partner policy, external quality requirements and guidelines including the UK Quality Code and the Framework for Higher Education Qualifications.
5. To approve and review learning opportunities for all Reaseheath College Higher Education taught programmes.
6. To review staff engagement in scholarly activity and research outputs.
7. To review and approve International work and report activity to the board.
8. To ensure that the college's procedures appropriately facilitate the enhancement of students learning opportunities
9. To recommend to the Board challenging educational performance indicators and targets for the College and to monitor and assess performance, using appropriate benchmarks, with a particular emphasis on relevant data. ( Uni stats: DHLE, NSS, KIS, metrics articulated in the Teaching Excellence Framework (TEF), UCAS and widening participation POLAR scores).
10. To scrutinise and challenge in order to ensure continued improvement, maintenance of high performance and the rigour of the self-evaluation process to ensure regular and rigorous assessment of educational performance which identifies strengths and weaknesses, informs strategic planning and leads to continued improvement.
11. To scrutinise risk in relation to the Office for Students risk based quality system, which looks at the following metrics:
  - Graduate employment rates
  - Progression to professional jobs and postgraduate study
  - Student retention
  - Student completion rates
  - Student recruitment
  - Degree outcomes
  - Student entry requirements
  - TEF scores
  - Number of complaints to OIA
  - National Student Survey results
12. To monitor the effectiveness of systems for teaching and learning observations, appraisal, professional development for staff and scholarly activity.
13. To monitor, scrutinise and receive regular reporting on safeguarding activity, including Prevent, across the College.

14. To receive the minutes of the HE Academic Board.
15. To approve the annual assurance statements on behalf of the governing body for submission to HEFCE (or successor body).

Note: The following reports will be received directly by the Committee:

Annual Provider Review Reports (external)

Annual Academic over view (Internal)

College Self Evaluation Document (Internal and External)

Student and Employer Feedback

Teaching and Learning Observations

Complaints Monitoring

External Examiner reports

Scholarly Activity Report

QAA/ OfS (Office for students Reports)

**Frequency** Termly.

**Reporting** At each Board meeting following the committee meeting.

**Secretariat** Clerk.