

HE Governance Committee

Terms of Reference

1. Terms of Reference

- 1.1. Receive, consider and challenge assurance that the academic governance of Higher Education provision is effective.
- 1.2. Receive and comment on assurance and audit reports relating to Higher Education processes and functions.
- 1.3. Monitor the strategic development of Higher Education provision, arrangements for management of the provision and the activities of the Higher Education Academic Board.
- 1.4. Monitor the organisation's response to developments in national policy on Higher Education.
- 1.5. Oversee arrangements for the award of taught degrees and the development of related policies and procedures.
- 1.6. Oversee improvement of performance in relation to Higher Education quality and standards.
- 1.7. Receive, consider, challenge and endorse the Higher Education Annual Review Report prior to its submission to the Corporation for approval.
- 1.8. Receive, consider, challenge and endorse proposals for Higher Education fees, prior to their submission to the Corporation for approval.

2. Membership

- 2.1. The Committee shall comprise at least three members:
 - The Chief Executive (who also chairs the Academic Board)
 - At least two other members of the Corporation
 - The HE Sabbatical Student {Student Governor}
 - Up to one co-opted member with Higher Education expertise
- 2.2. Appointment to the Committee is subject to approval by the Corporation.
- 2.3. The Corporation shall appoint one of the members of the Committee as its Chair. If the Chair is absent from a meeting of the Committee, those present shall select another member to chair the meeting.

3. Terms of Office

- 3.1. The Chief Executive shall serve for the period of appointment as Chief Executive.
- 3.2. The Corporation may modify the other membership of the Committee at any time. The term of a member will end if the individual ceases to be a member of the Corporation; the Corporation may then decide to appoint the individual as the co-opted member of the Committee.

4. Meetings

- 4.1. The Committee will normally meet 4 times each year on dates following meetings of the Academic Board. Additional meetings may be called as necessary in agreement with the Chair of the Committee.
- 4.2. Meetings of the Committee shall be quorate if at least 2 appointed members are present. If the number of members present for a meeting of the Committee does not constitute a quorum, the meeting shall not be held. If during a meeting there ceases to be a quorum, the meeting shall be terminated.
- 4.3. Every question to be decided at a meeting of the Committee shall be decided by a majority of votes cast by the members present. In the event of a tied vote, the Chair shall have a second or casting vote.
- 4.4. The Committee may invite others to attend its meetings as appropriate. Meetings of the Committee will not be open to persons other than the appointed members, unless they are invited by special invitation.
- 4.5. Senior managers with responsibility for Higher Education should normally be invited to attend meetings of the Committee and shall be entitled to speak at meetings but not to vote.
- 4.6. The Clerk to the Corporation will act as Clerk to the Committee.
- 4.7. The Clerk to the Corporation will normally provide written notice of each meeting and an agenda at least 7 days in advance.
- 4.8. Members will be required to keep any matters confidential that are identified as such by the Chief Executive.

5. Minutes and Papers

- 5.1. Having regard to the criteria for confidentiality used by the Corporation, separate minutes will be prepared for the non-confidential and confidential items.
- 5.2. At every Committee meeting the minutes of the last meeting shall be taken as an agenda item, and, if agreed to be accurate, shall be signed as a true record.
- 5.3. The Clerk to the Corporation shall present the draft minutes at the next scheduled meeting of the Corporation.



- 5.4. All minutes will remain confidential until they are reported to the Corporation. Any minute which provides personal information about an individual or meets other NCG's other criteria for confidentiality shall remain confidential.