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## FURTHER EDUCATION AND HIGHER EDUCATION APPRENTICESHIPS OVERSIGHT GROUP

### TERMS OF REFERENCE

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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**