

HEFCW Student Experience, Teaching and Quality Committee Remit

1 Constitution

- 1.1 A Committee of the Council to be known as the Student Experience, Teaching and Quality Committee (the Committee) established with the following Terms of reference and standing orders by a resolution of the Council dated the 3 July 2009, amended 16 February 2011.

2 Terms of Reference

- a) To advise the Council on all matters relating to learning and teaching in higher education, including skills, widening access to higher education, Initial Teacher Training and Welsh medium provision, with the aim of ensuring that Welsh higher education meets the needs and expectations of learners and other stakeholders
- b) To undertake the Council's statutory responsibilities under the Further and Higher Education Act 1992 in respect of quality assessment, that is, to secure that provision is made for assessing the quality of education provided in institutions for whose activities it provides, or is considering providing, financial support.
- c) To act as a sounding board for new approaches to learning and teaching in its broadest sense to inform Council.
- d) To recommend to the Council strategies in support of HEFCW's corporate plan as it relates to broad learning and teaching matters.
- e) To consider any matters referred to the Committee by the Council.
- f) In all of the above, to seek and take account of the views of all relevant stakeholders and appropriate research and other evidence and, likewise, to incorporate advice from independent specialists where appropriate.

3 Standing Orders

- 3.1 The standard HEFCW Committee Standing Orders shall apply.

3.2 Membership and Attendance

- 3.2.1 The Committee shall comprise up to seventeen members, including at least one member from within the Council. The Committee will be chaired by a Council member. The majority of members of the Committee should come from institutions within the HE sector*.

- 3.2.2 The quorum for Committee meetings is 4 members, including the Chair or his/her nominee.
- 3.2.3 The Head of the Strategy, Learning and Funding Team shall normally attend the meetings of the Committee.
- 3.3.3 A representative of Research, Business and Communities Team shall normally attend the meetings of the Committee.
- 3.3.4 A member of the Strategy, Learning and Funding Team shall service the Committee.

4 Authority

- 4.1 The Committee is an advisory body with no executive powers.
- 4.2 The Committee shall have the authority to establish Task and Finish Groups to provide advice as it considers necessary, including on matters within its remit arising from the Council's statutory obligations for assessing the quality of provision.

*The Act (http://www.opsi.gov.uk/acts/acts1992/ukpga_19920013_en_6#pt2-pb1-l1g62) states as follows:

Assessment of quality of education provided by institutions

(1) Each council shall—

(a) secure that provision is made for assessing the quality of education provided in institutions for whose activities they provide, or are considering providing, financial support under this Part of this Act, and

(b) establish a committee, to be known as the "Quality Assessment Committee", with the function of giving them advice on the discharge of their duty under paragraph (a) above and such other functions as may be conferred on the committee by the council.

(2) The majority of the members of the committee—

(a) shall be persons falling within subsection (3) below, and

(b) shall not be members of the council.

(3) Persons fall within this subsection if they appear to the council to have experience of, and to have shown capacity in, the provision of higher education in institutions within the higher education sector and, in appointing such persons, the council shall have regard to the desirability of their being currently engaged in the provision of higher education or in carrying responsibility for such provision.

(4) Schedule 1 to this Act shall apply to a committee established under this section as it applies to committees established under paragraph 8 of that Schedule.

Composition of Student Experience, Teaching and Quality Committee

Members

Council

At least one Member of Council

Appointments Committee appointees

Four members to include representation of HE careers services and widening access practitioners

Nominees

Two Higher Education Wales nominees

Universities' Council for the Education of Teachers Cymru (Initial Teacher Training)

National Union of Students Wales (President normally)

Alliance of Sector Skills Councils

National Leadership and Innovation Agency Healthcare (to cover NHS funded provision)

One chair of Reaching Wider partnerships

Colegau Cymru (skills and HE/FE)

National Institute of Adult and Continuing Education Dysgu Cymru

Observers

Department for Children, Education, Lifelong Learning and Skills

Higher Education Wales officer

Quality Assurance Agency officer

Higher Education Academy officer

Coleg Cymraeg Cenedlaethol officer

Estyn

HEFCW Officers

Head of Strategy, Learning and Funding

Senior Learning and Teaching Managers

Director of Strategic Development

Head of Research, Business and Communities

Senior Widening Access Policy manager

Senior Economic Development Manager as appropriate

HEFCW Committee Standing Orders

A Membership and Attendance

1. The Council members and the Chair of the Committee shall be appointed by the Council. Council members shall serve for such period as the Council shall decide with other members appointed by the Appointments Committee for an initial period of up to three years
2. With the approval of the Appointments Committee, non-Council members may serve a second three year period.
3. Upon taking up appointment to the Committee, non-Council members shall declare their interests by completing a declaration of interests form. The Register of all Members' interests shall be made available via the HEFCW website. If a member declares an interest in a matter to be considered at a meeting of the Committee, the disclosure shall be recorded in the minutes. Members with a direct interest in any item to be considered at a meeting of the Committee shall withdraw from the meeting during discussion of that item.
4. If a quorum is not present at a meeting of the Committee, the Chair or his/her nominee shall declare that there is not a quorum present and either decide that the meeting shall stand adjourned or proceed with the meeting but defer any decisions to the next quorate meeting . The consideration of any business not transacted shall be adjourned to a date and time to be fixed by the Chair or to the next meeting of the Committee.
5. The Chair shall nominate a Deputy - from the Council members - to Chair the Committee meeting in his/her absence.
6. The Chair of Council may attend Committee meetings as an observer.
7. Other HEFCW staff or external representatives may be invited to attend the meetings at the discretion of the Chair of the Committee.
8. Members nominated by external organisations may nominate a substitute to attend meetings in their stead. Substitutes' names will be recorded in the list of members at the commencement of their term.
9. The Appointments Committee may terminate the membership of any non-Council member who fails to attend three consecutive meetings.

B Frequency of Meetings

1. The Committee shall determine the frequency of meetings, subject to a minimum of one meeting per year.
2. At the request of the Chair, the Secretary shall convene a special meeting of the Committee to deal with business that cannot wait until the next ordinary meeting.

3. The Council or Accounting Officer may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.
4. The Committee may also propose joint meetings with other Council committees as necessary.

C Reporting

1. Minutes of the meeting of the Committee will be circulated to the next meeting of the Council, normally for information. When the minutes include recommendations from the Committee for the Council to approve, these recommendations will be highlighted in the Council covering paper and presented for approval. Minutes will be marked 'unconfirmed' if the next Council meeting precedes the next ordinary meeting of the Committee.
2. If substantially changed at the next meeting of the Committee, the Minutes shall be returned to Council for information.
3. Where a meeting has taken place but a draft of the minutes is not available by the date of the next Council meeting, the Chair of the Committee will make an oral report to the Council and the minutes will be presented to the next meeting of the Council thereafter. The Chair will raise any significant matters with the Chair of Council and the Chief Executive, and may draw the attention of the Council to such matters at its next meeting.
4. The Committee will submit an annual report to Council on the discharge of its duties.

D Authority

1. The Committee is authorised to obtain independent professional advice if it considers this to be necessary, normally in consultation with the Chair of Council and/or HEFCW's Chief Executive. However, it may not incur direct expenditure in this respect in excess of £5,000 without the prior approval of the Council.
2. The Council, or Chair of Council, may delegate authority to the Committee Chair to conduct specific tasks on behalf of the Council.

E Review

1. The Committee Remit and membership shall be reviewed on an annual basis and any proposed changes submitted to Council for approval.