QA Governance Board Terms of Reference

Governance unit	QA Governance Board
Document	Terms of Reference
Approved by	Quality Council 15/06/2018
Version	1.2
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Role	The purpose of the QA Governance Board is to fulfil the role and responsibilities delegated to it by the FET Quality Council, for the development, oversight, planning, co-ordination and improvement of quality assurance policies, procedures, and processes. In doing so, it assists the FET Quality Council in protecting, maintaining and developing the standards of education and training programmes and the related activities of the ETB. The FET Quality Council of the ETB has delegated certain governance responsibilities to the QA Governance Board, as detailed below. The QA Governance Board is accountable to the FET Quality Council for carrying out its functions, regardless of whether governance sub-groups or working groups are formed to advance these tasks.
Membership	**Chair:** The QA Governance Board has significant responsibilities. The Chair of the QA Governance Board should be assigned to an individual with suitable education and training experience and an understanding of quality assurance structures. **Secretary:** The Secretary should be an individual capable of liaising closely with the Secretary of the FET Quality Council and with any sub-units of governance that are reporting to the QA Governance Board, or other groups providing information to inform the QA Governance Board. **Ordinary Members:** - 5 Staff members drawn from across the ETB, as the CE determines appropriate - 1 representative from the FET Quality Council - 1 representative from the Programme Governance Board - 2 representatives from the [QA Working Group] - 1 learner representative

Accountable to	The Chief Executive

Role of Chair **Role of Secretary**	**ROLE AND RESPONSIBILTIES OF THE CHAIR** The responsibilities of the Chair of the QA Governance Board include: - working closely with the Secretary to agree meeting agendas - ensuring meetings function efficiently and effectively - providing adequate time for discussion of agenda items - ensuring that members have been provided with materials in advance of the meeting to support informed decision-making - ensuring that a quorum is present before commencing a QA Governance Board meeting - ensuring that decisions are taken in the context of the QA Governance Board's remit and that they are recorded. **ROLE AND RESPONSIBILITIES OF THE SECRETARY** The Secretary is a full member of the QA Governance Board. His/her responsibilities include: - agreeing a schedule of meetings with the Chair in consultation with members and having regard to the business of the QA Governance Board and the meeting dates of the FET Quality Council - convening meetings of the QA Governance Board and determining the agenda of the meetings, in consultation with the Chair - circulating the agendas for meetings and associated documentation and reports for review by QA Governance Board members - liaising with the Secretary of the of the FET Quality Council, and with the secretaries of governance units reporting into the QA Governance Board, to manage a smooth flow of information - preparing draft minutes of meetings and circulating these to members - ensuring that the decisions of the QA Governance Board are made known to the appropriate individuals/governance units - reporting to the Chair on the implementation of the decisions of the QA Governance Board.

Meetings	- The QA Governance Board will meet at least 4 times a year (it is recommended that it meets 6 times in its first year)
	- In order for a quorum to be established, 50% of members + 1 additional member must be in attendance
	- The meeting agenda and supporting documentation must be circulated to members at least one week in advance of a scheduled meeting and external members may be invited to present agenda items
	- Decisions are made by consensus or by the exercise of a vote if necessary; the Chair has the deciding vote in the event of a split

	decision
	- Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting
	- The minutes of meetings are approved at the beginning of the subsequent meeting of the QA Governance Board
	- Confirmed minutes are submitted for noting to the next meeting of the FET Quality Council
	- In some cases, at the discretion of the Chair, an incorporeal meeting of the QA Governance Board may be held where reports can be circulated virtually and accepted by members without the QA Governance Board having to meet.
Operational Matters	- Agreeing its operating procedures in consultation with the Chair and Secretary of the FET Quality Council
	- Establishing sub-groups to advance QA-related matters, if required, and in agreement with the Chair and Secretary of the FET Quality Council
	- Establishing working groups to advance QA-related matters, as required
	- Making recommendations to the FET Quality Council to inform its decision-making and in line with its terms of reference
	- Reporting to the FET Quality Council and preparing a QA Governance Board Annual Report for the FET Quality Council on key decisions and actions taken by the QA Governance Board and making any recommendations to the FET Quality Council, as appropriate
	- Receiving recommendations from sub-units of governance on specified matters to inform its responsibilities
	- Receiving annual reports from sub-units of governance on their activities

	- Participating in the review of its terms of reference and formally making recommendations to the FET Quality Council as appropriate - Reviewing the outcomes of reviews of terms of reference by any subunits of governance and making recommendations to the FET Quality Council as appropriate - Exercising any other functions, which may be formally delegated to it by the FET Quality Council.
QA Responsibilities	- Reviewing and commenting upon draft quality assurance policies and procedures - Recommending quality assurance policies and procedures to the FET Quality Council for approval - Recommending revisions to quality assurance policies and procedures to the FET Quality Council for approval - Reviewing and commenting upon the quality review schedule and submitting this to the FET Quality Council for noting
	- Reviewing and commenting upon the standard of reports arising from the implementation of any agreed quality assurance schedules (e.g., programme or service reviews) - Submitting the outcomes of programme reviews to the Programmes Governance Board for consideration and onward transmission to the FET Quality Council - Making recommendations to the FET Quality Council for the approval of other review documentation and outcomes that are required to be submitted to an awarding body - Receiving reports on follow-up on actions arising from quality reviews and reporting to the FET Quality Council on issues or recommendations arising - Escalating areas of risk associated with the quality assurance of further education and training to the FET Quality Council.