

## Programme Governance Board Terms of Reference

<b>Governance Unit</b>	Programme Governance Board
<b>Document</b>	Terms of Reference
<b>Approved By</b>	Quality Council 14.10.2022
<b>Version</b>	1.5
<b>Due for Review by</b>	September 2026

<b>Role</b>	<p>The purpose of the Programme Governance Board is to fulfil the role and responsibilities delegated to it by the FET Quality Council, for the oversight, planning, co-ordination, development and quality of the programmes of the ETB. 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.</p> <p>The Programme Governance Board is overseeing all programme developments, however, its role and responsibilities below do not apply directly to Apprenticeship programmes, unless otherwise specified. Governance of apprenticeship programmes is managed by the National (Apprenticeship) Programme Board and development and outcomes are noted at the Programme Governance Board.</p>
<b>Accountable to</b>	The Chief Executive Officer
<b>Membership</b>	<p>The membership of the Programme Governance Board is designed to enable professional colleagues to collectively contribute to the oversight, planning, coordination, development and quality of the ETB's education and training programmes.</p> <p><b>Chair:</b> The Programme Governance Board has significant responsibilities. The Chair of the Programme Governance Board will be the Director of Further Education and Training. The Chair will present a summary of the PGB meetings to the FET Quality Council</p> <p><b>Secretary:</b> The Secretary will be the Quality Assurance Manager who will liaise closely with any sub-units of governance that are reporting to the Programme Governance Board, or other groups providing information to inform the Programme Governance Board. The Secretary will also prepare relevant documentation for the FET Quality Council.</p>

	<p><b>Fixed Members:</b> 6 Senior FET Management members drawn from across the ETB, as the Director of Further Education &amp; Training determines appropriate.</p> <p><b>Occasional Members:</b></p> <ul style="list-style-type: none"> <li>• 2 representatives from the QA Governance Board</li> <li>• 1 representative from the National (Apprenticeship) Programme Board</li> <li>• 1 industry representative</li> </ul>
<p><b>Role of Chair</b></p>	<p><b><i>Role and Responsibilities of the Chair</i></b></p> <p>The responsibilities of the Chair of the Programme Governance Board include:</p> <ul style="list-style-type: none"> <li>• working closely with the Secretary to agree on meeting agendas</li> <li>• ensuring meetings function efficiently and effectively</li> <li>• providing adequate time for discussion of agenda items</li> <li>• ensuring that members have been provided with materials in advance of the meeting to support informed decision-making</li> <li>• ensuring that a quorum is present before commencing a Programme Governance Board meeting</li> <li>• ensuring that decisions are taken in the context of the Programme Governance Board’s remit and that they are recorded.</li> </ul>
<p><b>Role of Secretary</b></p>	<p><b><i>Role and Responsibilities of the Secretary</i></b></p> <p>The Secretary is a full member of the Programme Governance Board. His/her responsibilities include:</p> <ul style="list-style-type: none"> <li>• agreeing a schedule of meetings with the Chair in consultation with members and having regard to the business of the Programme Governance Board and the meeting dates of the FET Quality Council</li> <li>• convening meetings of the Programme Governance Board and determining the agenda of the meetings, in consultation with the Chair</li> <li>• circulating the agendas for meetings and associated documentation and reports for review by Programme Governance Board members</li> <li>• liaising with the Secretary of the of the FET Quality Council, and with the secretaries of governance units reporting into the Programme Governance Board, to manage a smooth flow of information</li> </ul>

	<ul style="list-style-type: none"> <li>• preparing draft minutes of meetings and circulating these to members</li> <li>• ensuring that the decisions of the Programme Governance Board are made known to the appropriate individuals/governance units</li> <li>• reporting to the Chair on the implementation of the decisions of the Programme Governance Board.</li> </ul>
<p><b>Meetings</b></p>	<ul style="list-style-type: none"> <li>• The Programme Governance Board will meet at least 6 times a year.</li> <li>• In order for a quorum to be established, 50% of members + 1 additional member must be in attendance</li> <li>• The meeting agenda and supporting documentation must be circulated to members at least one week in advance of a scheduled meeting</li> <li>• 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</li> <li>• Meeting outcomes are recorded and circulated in draft form within 2 weeks of a meeting</li> <li>• The minutes of meetings are approved at the beginning of the subsequent meeting of the Programme Governance Board</li> <li>• Confirmed minutes are submitted for noting to the next meeting of the FET Quality Council</li> </ul> <p>In some cases, at the discretion of the Chair, an incorporeal meeting of the Programme Governance Board may be held where reports can be circulated virtually and accepted by members without the Programme Governance Board having to meet.</p>
<p><b>Operational Matters</b></p>	<p>The Programme Governance Board is responsible for the following:</p> <ul style="list-style-type: none"> <li>• Agreeing its operating procedures in consultation with the Chair and Secretary of the FET Quality Council</li> <li>• Establishing sub-groups to advance programme-related matters, if required, and in agreement with the Chair and Secretary of the FET Quality Council</li> <li>• Establishing working groups to advance programme related matters, as required</li> <li>• Making recommendations to the FET Quality Council to inform its decision-making and in line with its terms of reference</li> </ul>

	<ul style="list-style-type: none"> <li>• Reporting to the FET Quality Council and preparing a Programme Governance Board Annual Report for the FET Quality Council on key decisions and actions taken by the Programme Governance Board and making any recommendations to the FET Quality Council, as appropriate</li> <li>• Receiving recommendations from sub-units of governance on specified matters to inform its responsibilities</li> <li>• Receiving annual reports from sub-units of governance on their activities</li> <li>• Participating in the review of its terms of reference and formally making recommendations to the FET Quality Council as appropriate</li> <li>• Reviewing the outcomes of reviews of terms of reference by its sub- units of governance and making recommendations to the FET Quality Council as appropriate</li> <li>• Exercising any other functions, which may be formally delegated to it by the FET Quality Council.</li> </ul>
<p><b>Programme Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Reviewing proposals for the development of new programmes and making recommendations to the FET Quality Council</li> <li>• Appointing the Programme Development Group to develop draft programme documentation and identifying the programme expertise required for its membership</li> <li>• Reviewing and commenting upon draft programme validation documentation submitted by the Programme Development Group</li> <li>• Recommending programme validation documentation to the FET Quality Council for approval and making recommendations to the FET Quality Council for submission to the awarding body</li> <li>• Reviewing proposals for the provision of newly validated or existing programmes and making recommendations to the FET Quality Council</li> <li>• Making recommendations to the FET Quality Council for the establishment of appropriate structures to support new or existing programmes.</li> </ul>
<p><b>Monitoring and Review Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Reviewing programme review documentation submitted by the Programme Governance Board and making recommendations to the FET Quality Council prior to its submission to the awarding body</li> </ul>

	<ul style="list-style-type: none"> <li>• Reviewing reports on qualitative and quantitative assessment outcomes from the QA Governance Board and making recommendations to the FET Quality Council as appropriate</li> <li>• Reviewing feedback reports on teaching and learning matters from the QA Governance Board and making recommendations, including staff development and learner support requirements, to the FET Quality Council</li> <li>• Assigning the Programme Development Group to implement minor modifications and additions to programmes recommended as a result of programme reviews, where these do not affect module outcomes</li> <li>• Approving modified programme documentation submitted by the Programme Development Group</li> <li>• Receiving reports of progress against action plans arising from programme reviews and reporting issues arising to the FET Quality Council.</li> </ul>
<p><b>Apprenticeships Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Noting developments and outcomes from Kerry ETB-led 2016+ Apprenticeship Programme.</li> </ul>