

Widening Participation Steering Committee Terms of Reference

Structure

Reports to	Academic Council
Minutes	Confidential (not published)
Frequency of meetings	At least four times per annum

Membership

Chair	Widening Participation Lead ¹ (appointed annually from the Academic Team*)	James Newby
Co-options	Representative of Applied Inspiration ²	Emma Thomas
Members	Director of Student Recruitment and Marketing Director of Student Lifecycle Senior Quality Assurance Manager Finance Director Head of Academic Skills (if not already WP Lead) or Academic Team representative	Sarah Peers Nicola Murray-Fagin Mary Kenyon-James Emma Lewis Rob Jenkins TBC
Secretary		Michelle Durkin

Quorum

The quorum shall be 50% of the Committee membership to include the Head of WP.

Terms of Reference

- a) To maintain strategic oversight of NMITE's Access and Participation Plan, including monitoring of progress against APP targets.
- b) To maintain strategic oversight of widening participation activities at NMITE in relation to the APP and achievement of NMITE's widening participation goals (coverage includes admissions, progression within programmes, participation in student life, progression beyond NMITE and outreach).
- c) To take a lead in oversight of changes and updates to NMITE's APP, and responses to the OfS in relation to matters relating to the APP and make recommendations on approval of these to Academic Council as required.

¹ Currently, the nominal and interim WP Lead is the Head of Academic Skills.

² Applied Inspiration are consultants to NMITE on APP matters, and they provide a named contact for ongoing communication and support.

- d) To make recommendations and report as required to other governance committees to ensure action is taken in relation to achievement of NMITE's APP targets.
- e) To receive and review reports and data analysis from other committees, or via external advice relevant to NMITE's APP and NMITE's widening participation aims.
- f) To provide regular reports to Academic Council on progress against the APP targets.
- g) To act as a champion for NMITE's APP and widening participation goals, including overseeing communication internally and externally in relation to this.
- h) Oversee NMITE's representation on, and involvement with, the SEER, and other relevant networks, to support engagement with the wider sector and areas of best practice.

Author of Policy	Widening Participation Lead
Equality Impact Assessment (Equality Analysis) completed	N/A
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Related Policies, Procedures, Guidance, Forms or Templates	Academic Council Terms of Reference Access & Participation Plan
Policies/Rules Superseded by this Policy	N/A
Summary of changes made to this version	New Document