LMETB Quality Assurance Governance Management Committee (QAGMC)

Terms of Reference

Louth and Meath Education and Training Board

Quality Assurance Governance Management Committee
Terms of Reference

Governance unit	Quality Assurance Governance Management Committee (QAGMC)
Document	Terms of Reference
Approved by	QAGMC 19/05/2019
Version	1.0 1.1 (reviewed 30/11/21)
Due for review by	19/05/2022

Role	The QAGMC will oversee all quality assurance aspects related to the design, development, approval, implementation, monitoring and review of the FET provision across LMETB. It: 1) Protects, maintains & develops standards. 2) Has oversight of development and improvement of all quality aspects of FET 3) Approves new and amended FET courses for delivery in line with LMETB strategy. In doing so, the QAGMC is ensuring, as far as possible, that all learners receive an equivalent experience.
Membership	*Chair:* The FET Director. In his/her absence the chair shall be taken by a staff member, designated by the FET Director. *Secretary:* The ETB Quality Assurance Officer, or equivalent staff member designated by the FET Director. *Members:* 6 Staff members drawn from across the ETB, as the FET Director determines appropriate. Included in these six staff members should be AEO/Area Training Manager/Quality Assurance Officer and Senior Management Representative of FET Centres At least 1 member of the QAGMC will also sit as a representative on the Programme Development Review &

	Evaluation sub – committee and likewise for the Quality Assurance sub-committee.
	External Members: The Chair of the QAGMC may recommend to the CE the appointment of external members to the QAGMC. These will be persons who can bring an external perspective to the working of the QAGMC, such as employers or experts in FET or in quality systems. Persons with expertise from other ETBs may also be invited to join the QAGMC for a defined period.
Accountable to	Chief Executive
Schedule of Meetings	- The QAGMC will meet at least 6 times a year, or as needed. - 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 in advance of a scheduled meeting - 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 tie. - 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 QAGMC. At the discretion of the Chair, incorporeal meetings of the QAGMC may be held where reports can be circulated virtually and accepted by the QAGMC without the QAGMC having to meet in person.
Responsibilities	The Chief Executive (CE) of LMETB has delegated certain governance responsibilities to the QAGMC, as detailed below. The QAGMC is accountable to the CE for carrying out its functions, regardless of whether it forms governance sub-groups or working groups to advance these tasks. In summary the QAGMC is responsible for the following: - Oversight of compliance with quality assurance procedures - Approval of new and revised policies and procedures

- Approval of new programmes for submission to relevant awarding bodies

- Approval of reports and recommendations received from its sub-committees and make recommendations based on same to the SMT/CE

- Review and monitor learner throughput and assessment statistics

- Approval of QA reports prior to publication

QA Policies and Procedures
- Approving the FET quality assurance policies and procedures of LMETB as recommended by the Quality Assurance sub-committee.

Programme Responsibilities
- Recommending proposals to the CE, as appropriate, for the development of new programmes that are consistent with the mission and strategy of LMETB, as recommended by the Programme Development Review & Evaluation sub – committee.
- Approving programme documentation prior to its submission to the awarding body for validation, as recommended by the Programme Development Review & Evaluation sub – committee.
- Making recommendations to the CE for the establishment of appropriate structures to support new or existing programmes.
- Making recommendations for staff development where it is necessary or desirable for the improved delivery or development of programmes.

Monitoring and Review Responsibilities
- Noting the annual schedule of reviews submitted by the Quality Assurance sub-committee
- Approving programme and organisational review documentation prior to its submission to the awarding body

	• Receiving reports from the Quality Assurance sub-committee of progress against action plans arising from quality reviews • Receiving observations arising from programme feedback reports and other internal and external stakeholder reports, as appropriate. ***Assessment Responsibilities*** • Noting the ratification of the agreement of persons to act as External Authenticators on an LMETB EA Panel as proposed by the Quality Assurance sub-committee. • Noting assessment reports received by the Quality Assurance sub - committee and confirming they are in line with agreed assessment processes and procedures
Operational Matters	• Agreeing its operating procedures • Establishing sub-units of governance, as required, and delegating responsibilities to those groups through defined terms of reference • Establishing ad-hoc working groups to assist it in fulfilling its functions • Receiving recommendations from sub-units of governance on specified matters to inform its functions • Receiving annual reports from sub-units of governance on their activities • Providing a QAGMC Report to the CE upon request, identifying key decisions and actions taken by the QAGMC and making any recommendations to the CE, as appropriate • Participating in the review of its terms of reference and formally making recommendations to the CE for amendments and additions, if required • Reviewing the outcomes of reviews of terms of reference by its sub-groups and making recommendations to the CE as appropriate Exercising any other functions, which may be formally delegated to it by the CE