

Terms of Reference	Education Board
Associated policies	Section 1 Governance
Approved by	Board of Trustees
Version number and approval date	V2 January 2022
Document owner	Operations Director
Review date	+1 Year

Role
The Education Board is a sub-committee of the Board of Trustees and operates according to the rules for sub-committees documented in the Brigit's Garden Trustees Handbook . It has delegated authority from the Board of Trustees to oversee matters relating to the provision of education and training programmes and protecting learner interests.

Membership and Tenure
<p>Members are appointed by the Board of Trustees and serve for no more than 3 years.</p> <ul style="list-style-type: none"> • Two external members (one of whom serves as Chair) • A member of the Board of Trustees • Lead Tutor • Learner/recent graduate (not more than 2 years) • Operations Director • Education Coordinator <p>Subject to approval by the Board of Trustees the Education Board may appoint additional members or ad hoc sub-committees if needed.</p>

Selection Criteria for External Members
<ol style="list-style-type: none"> 1. An appropriately experienced individual with knowledge and experience in the further education and training sector and/or online learning and quality assurance 2. A sector representative/employer with appropriate experience and interest

Responsibilities
<p>Educational strategy and decision-making</p> <ul style="list-style-type: none"> • Provides informed, independent oversight of strategic direction, significant decisions and educational programme provision in Brigit's Garden • Assists the Senior Management Team and the Board of Trustees with decision-making concerning training and development issues as they arise, and makes recommendations to the Senior Management Team via the Operations Director

- Reviews initial proposals for new programmes and makes a recommendation to the Board of Trustees to progress
- Reviews draft programmes submitted by a Programme Development Team and recommends any changes or edits; approves the programme for submission to QQI
- Reviews the Risk Register, Section 3, Educational and programme-related risk
- Advises the Board of Trustees and the Senior Management Team with regard to critical issues which are likely to impact on our capacity to deliver training programmes
- Responds to requests for advice from the Board of Trustees
- Maintains oversight of the public information we publish related to our programmes and evaluation reports
- Advises and makes recommendations on any proposed strategic alliances and collaborations
- Reviews and signs off on a Memorandum of Agreement agreed with a collaborative provider
- Appoints members and occasional members to the Results Approval Panel
- Approves the appointment of the External Authenticator

Oversight of the implementation of the Quality Assurance System and protecting learner interests

- Provides oversight of teaching and learning strategies and the quality of the learning experience
- Considers reports of programme evaluation and all monitoring activities including 2-year quality assurance reviews and 2-year programme reviews, ensures feedback is secure, monitored and acted on
- Reviews 5-year self-evaluation reports that will be submitted to QQI and/or published
- Approves significant changes to the Quality Assurance Manual and supporting documentation as a result of feedback, evaluations and changes to QQI requirements, and monitors implementation
- Considers programme reports
- Approves Memoranda of Agreement for collaborative provision and review, and approves reports on the quality of programmes delivered under collaborative provision agreement
- Advises on the continuing professional development and training needs of staff and tutors
- Maintains oversight of the provision of academic and general support services
- Ensures legal obligations are met in relation to Protection of Enrolled Learners
- Identifies ways to enhance the learning experience for learners
- Benchmarks assessment tools, learner activity and results with national standards and international standards where available
- In the case of a serious complaint from a learner, appoints an independent person with relevant expertise to investigate, make a decision and recommend actions

Meetings

- The Education Board meets quarterly with dates set out on an annual basis
- A members' pack is issued at least 10 working days in advance containing relevant documentation (agenda, minutes of previous meeting, Education Coordinator's report, etc)
- A quorum is at least 75% of members (to include the Chair/nominee) and the two external members
- Members of the Senior Management Team or representatives of various stakeholders may be invited to join the meetings from time to time
- Each decision at a meeting of the Education Board is usually determined by consensus. If consensus is not possible, the issue is decided by a majority of the members present voting and, in the case of an equal division of votes, the Chair has the casting vote
- Minutes/reports from each meeting are submitted to the Senior Management Team for information and further action as required
- Standard Agenda items:
 - Minutes of last meeting
 - Matters arising
 - Conflicts of interest
 - Report from Education Coordinator
 - Review of Quality Assurance System taking into account evaluation, feedback and complaints
 - Teaching, learning and assessment including blended learning
 - New programme proposals
 - Risk register
 - Health and safety
 - Any other business
 - Date(s) of next meeting(s)

Administrative support

The Education Coordinator provides administrative support to the Education Board. She is responsible for organising meetings, producing agendas, providing papers and relevant data, maintaining records, recording discussions, decisions and outcomes and for their timely dissemination of documents to members of the Board.

Supporting documents

- Brigit's Garden Trustees Handbook

Report Schedule

Report/document received	From	Frequency	Presented by
Education Coordinator's report	Education Coordinator	Every meeting	Education Coordinator
Results Approval Panel Report	Results Approval Panel	After each RAP meeting	Education Coordinator

New programme proposals	Operations Director	As they arise	Operations Director
Programme Descriptor for new programme	Programme Development Team	As they arise	Lead Tutor
Report/document title	Submitted to	Frequency	Presented by
Education Board report	Board of Trustees	After each Education Board meeting	Trustee member of Education Board
Recommendations to Senior Management Team and Programme Teams	Education Coordinator	After each meeting	N/A
Recommendation for proposed new programme	Board of Trustees	As they arise	Operations Director
Approval of new programme for submission for validation	Education Coordinator	As they arise	N/A