



Access and Participation Plan Monitoring Group

Terms of Reference

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Staff member responsible for update	Chair of APPMG

Amendment History

Version	Revision Summary	Date Approved	Author



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Objectives

1. The Access and Participation Plan Monitoring Group (APPMG) will monitor and evaluate the implementation of the College's Access and Participation Plan (APP).

Responsibilities

2. The Access and Participation Plan Monitoring Group is an Advisory Committee of the Board of Governors and is responsible for:
 - a) Reporting to Board of Governors on the College's progress on implementing its APP
 - b) Scrutinising the College's annual APP monitoring return
 - c) Reviewing any proposed alterations to the APP if new guidelines are published by the Office for Students
 - d) Monitoring the work of the College's Access and Participation Plan Working Group (APPWG)
 - e) Advising and consulting with other governance bodies on matters related to access and participation.
3. Recommendations arising from the group must be sent to the Senior Management Team prior to any action being taken, so that resource and management implications can be assessed.

Reporting

4. The Group will circulate Minutes of its meetings to the Board of Governors. The Chair of the Group will present a report to the Board of Governors on the work of group twice a year.
5. The Group will circulate Minutes of its meetings to the Equality, Diversity and Inclusion Monitoring Group (formerly the Diversity and Equal Opportunities Monitoring Group).

Membership

6. The Group will comprise:
 - A Governor as Chair
 - The Principal

- Head of Regulation and Transformation
 - Vice Principal (Ministerial)
 - Director of Undergraduate Studies
 - At least one and not more than two student representatives
7. Other members of College staff may be invited to meetings of the APPMG to provide specialist advice to the Chair and Group.

Meetings

8. The Group will meet at least twice a year.
9. The Minutes of the Group will constitute a formal record of its meetings and decisions.
10. The Chair, or nominated deputy, the Principal or Vice Principal (Ministerial), and one student will constitute a quorum.
11. The APPWG is a subcommittee of the APP Monitoring Group.