

Terms of Reference: Apprenticeship Delivery Task and Finish Group

Purpose and Objectives

1. The Apprenticeship Delivery Task and Finish Group will provide support and challenge to the Apprenticeship management team with a view to demonstrating 'significant progress' at the next Ofsted inspection and support an overall outcome of 'Good' for the RNN Group
2. The Task and Finish Group will provide additional assurance to the Board that the quality, financial and reputational risks associated with the College's apprenticeship delivery are effectively mitigated.
3. It will do this by:
 - exercising oversight and scrutiny of the Apprenticeship Quality Improvement Plan that addresses:
 - the weaknesses in apprenticeship delivery identified in the recent Ofsted Monitoring Visit
 - the College's internal assessment of the quality of apprenticeship provision as identified in deep dive activity and through performance management
 - promoting accountability for the delivery of the plan
 - providing challenge, support and advice to College Leaders and Managers on the delivery of Apprenticeship provision
 - supporting and identifying opportunities for innovative practice which can underpin improvements to the quality of education of Apprentices

Membership

4. Membership will comprise:
 - 2 governors who are familiar with Apprenticeship provision
 - Principal / Deputy Principal
 - Senior member of the College finance team
 - Assistant Principal – Apprenticeships, High Level Skills and Innovation
 - 1 Employer
 - 1 Apprenticeship leader from within the FE Sector
 - Other members on an 'as needs' basis
5. The Group will be chaired by a nominated governor

Meetings and Time Frame

6. The Group will meet approximately four weekly (via online meetings), commencing July 2021 until the sooner of:
 - o Completion of the apprenticeship improvement plan
 - o Full Ofsted inspection.
7. Frequency / continuation / format of meetings to be reviewed following the College's next Ofsted inspection.
8. The Group will receive progress updates and presentations during the meeting and at any requested intervals.

Accountability and Reporting Arrangements

9. The Group will report to scheduled meetings of the Quality & Standards Committee and the Board on the progress of the implementation of the Apprenticeship Quality Improvement Plan.
10. The Group may refer issues to other Committees (Audit Committee and Finance Committee) as appropriate.

Clerking and Governance Arrangements

11. The Clerk to the Governing Body will facilitate and record all meetings.
12. The Group will observe established Board protocols with respect to conflicts of interest, quorum and standing orders.

Publication of Meeting action points

13. Action points arising from the meeting will be recorded and published for internal use.
14. The Chair of the Group will report meeting outcomes to the Quality & Standards Committee and the Board as noted in 7. above.