

Widening Participation Subcommittee

Terms of Reference and Constitution

Governance reporting line:.....Reports to the Education Committee

Document owner:.....Education and Student Experience Committee

1. Origin

The Widening Participation Subcommittee (WPSC) reports to the Education and Student Experience Committee and, on its behalf, strategically oversees access, success and progression activity (collectively known as widening participation). WPSC is informed by the Widening Participation Operations Group (WPOG) and two student advisory boards.

2. Purpose

- To oversee the development, implementation and review of the University's Widening Participation Strategic Plan.
- The Chair is responsible for ensuring that any equality impacts against each project/policy/process/procedure have been considered as part of the decision-making process.

3. Responsibilities and activity

- To receive evaluative reports on the University's access, success and progression activities outlined in the Access and Participation Plan (APP), and progress against associated targets.
- To confirm that effective progress is being made by the University in delivering the objectives contained within its Widening Participation Strategic Plan and the APP for the Office for Students.
- To receive recommendations based on management information data reports, and evaluation reports, pertaining to target groups and activities.

- To receive assurance that expenditure of activities outlined in the APP is meeting expectations set by the Office for Students and are having a positive impact on student outcomes.
- To communicate the outputs and outcomes from the APP to the University community and, as appropriate, more widely.
- To receive monitoring returns for Access Agreements/APPs. To commission WPOG and other appropriate staff to author new APPs. To receive such APPs. Approval of any new APP will be sought through the Education and Student Experience Committee.
- To make recommendations, as appropriate, pertaining to widening participation to the Education and Student Experience Committee.
- To receive and endorse policies related to widening participation, and to recommend such policies to relevant committees.
- To receive regular evaluation and review of the activity within the APP to ensure activities are impactful and enhance student success and progression.
- To report to the Admissions Policies Subcommittee any matters relating to widening participation that may be of interest to the group.

4. Reporting arrangements

The Widening Participation Subcommittee reports to the Education and Student Experience Committee.

5. Constitution

- Chair: Senior Executive Director, Students and Infrastructure
- Student & Education Services representative
- Director of Widening Participation and Social Mobility
- Director of Global Recruitment and Admissions
- Data Analytics and Insight representative
- Director of Careers, Employability & Student Enterprise
- Associate Director, Policy & Insight

- Associate Director Admissions & VISAS
- Students' Union President
- Deputy Chief Executive – SUSU
- Head of Equality, Diversity & Inclusion
- Academic representative from each Faculty
- Widening Participation Manager
- Head of Student Success
- Head of Student Lifecycle
- Head of Enhancement
- Finance representative
- Secretary

6. Quorum and frequency

6.1 Quorum

The Widening Participation Subcommittee will be quorate with one third of the membership plus one in attendance

6.2 Frequency of meetings

The Widening Participation Subcommittee will meet at least three times per year.

7. Resources

Secretariat support is provided.

8. Terms of Reference review

Date of last review: October 2022

Date of next review: October 2023

Annex 1 – Member names 2022-23

Chair: Senior Executive Director, Students and Infrastructure	Kieron Broadhead
Student & Education Services representative	Helen Rowland
Director of Widening Participation and Social Mobility	Gino Graziano
Director of Global Recruitment and Admissions	David Winstanley
Data Analytics and Insight representative	Marty Cronje
Director of Careers, Employability & Student Enterprise	Katy Gordon
Associate Director, Policy & Insight	Needee Myers
Associate Director Admissions & VISAS	Nicky Stecker-Doxat
Students' Union President	Oliver Murray
Deputy Chief Executive – SUSU	Sonia Cottrell
Head of Equality, Diversity & Inclusion	Camilla Gibson
Faculty of Arts and Humanities	David Wheatley
Faculty of Environmental and Life Sciences	Sarah Stevenage
Faulty of Engineering and Physical Sciences	Andrew Hector
Faculty of Medicine	Sally Curtis
Faculty of Social Sciences	Chris Downey
Widening Participation Manager	Kirsten Wythe
Head of Student Success	Florence Harvey
Head of Student Lifecycle	Trish Nicolaides

Head of Enhancement	Emma Thompson
Finance representative	Julie Fielder
Secretary	Florence Harvey