

COMMITTEES HANDBOOK (26/27)

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NB: The existing Committees Handbook contains Terms of Reference (ToRs) that are valid for the academic year 26/27, tailored to the current structure, staff, and resources of OELS.

General Regulations

Governance & Strategy OELS governance aligns with OfS public interest principles, prioritising accountability, transparency, and the safeguarding of student interests. Committee activities must support OELS long-term strategic goals, with effectiveness evaluated through annual reviews.

Ethics & Transparency Members must disclose any personal or professional conflicts and recuse themselves from related discussions and votes. Detailed records of meetings (discussions, decisions, actions) must be securely stored and accessible to authorised members.

Meeting Organisation & Follow-up Agendas are circulated at least 7 days in advance. Minutes are reviewed and approved by the Chair, then distributed within 1 month of the meeting. Actions are assigned to responsible individuals and tracked in the master "Quality Action Plan" Excel file (stored in the LONDON - STAFF Teams channel). The Quality Manager holds monthly review meetings with relevant managers to monitor progress.

Voting & Quorum Decisions are made by majority vote, with one vote per member cast in person or digitally. In the event of a tie, the Chair holds a decisive casting vote. Quorum requires the Chair, the Secretary, and at least 50% of members to be present. If quorum is not reached within 15 minutes of the scheduled start, the meeting is adjourned and reconvened at a later date, with the same quorum requirements applying.

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I. Academic Boards & Committees

Academic Board Terms of Reference

Purpose and Objectives:

The Academic Board at OMNES Education London School (OELS) ensures the highest academic standards in alignment UK sector and international benchmarks. The Board maintains oversight of academic policies, establishes and promotes innovative quality enhancement initiatives in teaching and learning, and ensures excellence across OELS. Following the integration of the Quality and Enhancement and Student Experience committees in 26/27, the Academic Board also oversees the institutional quality assurance framework, day-to-day quality operations, and the comprehensive student experience, fostering an inclusive community and promoting teaching innovation.

Terms of Reference:

Subject to any general or particular direction that may from time to time be given by the Board of Directors:

- To maintain an overview of OMNES Education London School academic strategies, policies and procedures pertaining to the following:
 1. **Teaching, Innovation, and Course Development:** Oversee the lifecycle of all academic offerings, including the approval and review of courses and modules to ensure they meet national standards and reflect innovations in educational practice.
 2. **Assessment and Standards:** Maintain a rigorous framework for examinations and assessments, engaging with external examiners to ensure qualifications align with UK and international HEI benchmarks.
 3. **Quality Assurance and Accreditation:** Ensure institutional compliance with the OfS, external accreditors (RNCP, AMBA, AACSB), and the UK Quality Code, while promoting the sharing of good practice across the school.
 4. **Student Experience and Engagement:** Foster a culture where student feedback and satisfaction surveys are integral to improvement, while overseeing societies, volunteering, and the general learning environment.
 5. **Academic Staff Development:** Manage the recruitment and continuous professional development (CPD) of faculty, identifying training needs based on module evaluations and evolving industry standards.
 6. **Consumer Protection and Transparency:** Ensure all course information and programme modifications are clear, accurate, and accessible, adhering to Consumer Protection Law (CPL) and legal standards.
 7. **Welfare and Safeguarding:** Conduct annual reviews of the Student Protection Plan and Safeguarding Policy, and evaluate the effectiveness of Student Welfare, Wellbeing, and Anti-Harassment policies.
 8. **Student Conduct and Discipline:** Establish and maintain policies regarding student behaviour, discipline, and academic integrity.
 9. **Equality, Diversity, and Inclusion (EDI):** Ensure all committee decisions and institutional initiatives consider and promote equality, diversity, and inclusive campus practices.

10. **Governance Oversight:** Directly manage the Quality Action Plan and receive progress reports from any remaining subcommittees (such as the Access and Participation Committee or Examination Board).
 11. **Academic Freedom:** Secure the legal right to freedom of speech within OELS and ensure academic staff can offer opinions and challenge ideas without fear of reprisal.
- To promote academic freedom and freedom of speech. The Academic Board should take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured within OELS and that academic staff have freedom to offer opinions with freedom.

Membership:

- The Dean (acting as Chair)
- The Quality Manager (acting as Secretary)
- The Chief Academic Officer – *representative of the parent organisation OMNES Education Group*
- The Academic Programmes Director
- The Student Experience Manager
- The Academic Services Officer
- 1 Programme Lead¹
- 1 Lecturer² (optional)

Reporting:

The Academic Board reports to the Board of Directors, acting with delegated authority to take decisions in the area of quality assurance and academic standards. An update on each Academic Board meeting will be shared with the Board of Directors.

The Academic Board also gives delegated authority to other committees; the Examination Board and the CPD and Recruitment Committee, with oversight responsibility of those committees. Chair's of all delegated committees should be members of the Academic Board.

Meetings:

1. The Academic Board is to meet three times a year and at such other times as may be determined by the Chair. It will usually meet in September, March and June and will interact electronically as necessary. The members of the Board will receive written reports and updates, which will be circulated among attending colleagues and students 5 days in advance of each meeting. An agenda and pre-reads will be circulated 7 days in advance. Following approval by the Chair, draft minutes will be circulated to the members no later than one month after the Board.

¹ Appointed for one year

² Appointed for one year

2. In case of unforeseen circumstances, the Board of Directors may require the Academic Board to hold an exceptional meeting in addition to the regular meetings.

Examination Board Terms of Reference

Purpose and Objectives:

Ensure fair treatment of all students in regard to their grades and honours.

Terms of Reference:

The Examination Board:

- To review marks awarded in assessments and checks that assessments have worked as intended. This might be, for example, by:
 - considering the spread of marks in a cohort
 - comparing against historic performance.
- To decide if students meet the academic requirements for the semester/programme.
- To consider the impact an approved request for mitigating circumstances has had on students' performance.
- To consider any penalties for academic misconduct.
- To ensure homogeneity, where applicable, of grades with Home Schools.
- To report incident(s) during assessments.
- To decide on awards.

If students wish to present evidence related to any specific circumstances, they must email the documentation to the Secretary at least five working days in advance of the Examination Board meeting.

The Examination Board reviews the grades and makes decisions regarding whether students who failed their programme:

- Retake failed modules.
- Fail to be awarded the corresponding credits.
- Are awarded bonus points to allow them to pass (see below).

Taking into account all or some of the following - the student's work, attendance, participation, behaviour, overall average, special circumstances that may have occurred during the programme and the ECTS credits of the respective module - the Examination Board can decide to give a bonus point to help students pass a module. The decision must be fair and consistent for all students. As a general rule, bonus points cannot be applied to modules with a grade lower than 9/20, and the overall programme average should be approximately 12 or above.

The decision of the Examination Board is final and cannot be appealed. The only exception can be process-related, such as documentation provided by the student not being presented at the Examination Board due to an internal error.

Membership:

- The Director (acting as Chair)

- The Academic Services Officer (acting as Secretary)

Meetings and Reporting:

1. The Examination Board reports to the Academic Board, acting with delegated authority to take decisions in the area of quality assurance and academic standards. An update on each Examination Board meeting will be shared with the Academic Board and the Access and Participation Board Committee.
2. The Examination Board may bring matters to the attention of the Board of Directors as required.
3. The Examination Board is to meet six times a year and at such other times as may be determined by the Chair. It will usually meet in January (Fall), March (Fall resits), May (Spring), June (Spring resits), August (Summer), and September (Summer resits), once the results of the programmes are available, and will interact electronically as necessary. The members of the Board will receive written reports and updates, which will be circulated among attending colleagues 3 working days in advance of each meeting. An agenda will be circulated 5 working days in advance. Following approval by the Chair, draft minutes will be circulated to the members no later than one month after the Board. The minutes of the Board will be available on the internal platform page ('M' drive) for the staff.
4. In case of unforeseen circumstances, the Board of Directors or the Academic Board may require the Examination Board to hold an exceptional meeting in addition to the regular meetings.

Recruitment and CPD Validation Committee Terms of Reference (25/26)

Purpose and Objectives:

At OMNES Education London School, we are dedicated to maintaining high academic standards and providing an exceptional student experience. To achieve this, we employ a rigorous recruitment process to select our teaching staff, ensuring they possess the necessary qualifications and potential. Additionally, we offer comprehensive training programmes to help our faculty acquire new skills and competencies. The Recruitment and CPD Validation Committee oversees the hiring process, while the Quality and Enhancement Steering Committee is responsible for ongoing staff development.

Terms of Reference:

The Committee will focus on 4 main areas:

1. Recruitment

OMNES Education London School is responsible for the selection of the candidates and the interviews. The final step is validation by the Recruitment and CPD Committee.

All CVs are reviewed, and feedback is given for each selected candidate to ensure they can provide the best teaching experience to our students.

2. Update of current faculty

The Committee will discuss the following topics regarding current faculty:

- Account management (IT accounts that need to be deleted)
- Review of teaching observation
- Review of increased rate request

3. CPD (Continuous Professional Development)

The Committee also approves and decides on CPD. A budget is allocated each year to allow all OMNES Education London School staff (permanent and HPL) to develop their skills, knowledge, and competencies.

All staff are eligible and criteria are as follow:

- Seniority
- Training already provided
- FTE
- Organisation's needs

4. EDI & CSR

The Committee will actively discuss topics related to Equity, Diversity, and Inclusion (EDI) as well as Corporate Social Responsibility (CSR). The committee is committed to identifying, developing, and sharing initiatives that promote a diverse and inclusive workplace, alongside fostering social responsibility within our organisation and the wider community. Regular updates and progress reports on EDI and CSR initiatives will be communicated to ensure transparency and ongoing engagement.

Membership:

- The HR Officer (acting as Chair)
- The OELS Director (acting as Secretary)
- Academic Programmes Director

Meetings and Reporting:

1. The Recruitment and CPD Validation Committee reports to the Academic Board. An update on each Recruitment and CPD Validation Committee meeting will be shared with the Quality and Enhancement Steering Committee.
2. The Committee may bring matters to the attention of the Board of Director as required.
3. The Committee is to meet twice a year and at such other times as may be determined by the Chair. It will usually meet in July and November and will interact electronically as necessary. The members of the Committee will receive written reports and updates, which will be circulated among attending colleagues 5 days in advance of each meeting. An agenda will be circulated 7 days in advance. Following approval by the Chair, draft minutes will be circulated to the members no later than one month after the Committee. The minutes of the Board/Committee will be available on the internal platform page for the staff.
4. From time to time, the Committee will establish working groups or commission individuals to carry out detailed work under the Committee's oversight.
5. In case of unforeseen circumstances, the Board of Directors may require the Recruitment and CPD Validation Committee to hold an exceptional meeting in addition to the regular meetings.

II. Non Academic Boards & Committees

Health and Safety Committee Terms and Reference

Purpose and Objectives:

The purpose of this committee is to establish a body that will overlook the procedures and processes related to health and safety within the organisation.

The Health and Safety Committee at OMNES Education London School (OELS) is responsible for overseeing the development, implementation, and continuous improvement of health, safety, and wellbeing policies and practices across the institution. The Committee ensures that all operations comply with UK health and safety legislation, including guidance from the Health and Safety Executive (HSE), and align with sector expectations for Higher Education Institutions (HEIs). It promotes a positive culture of safety, risk awareness, and wellbeing, supporting both staff and students. The Committee also monitors the effectiveness of health and safety management systems, encourages proactive risk management, and ensures that the physical and digital environments of OELS remain safe, accessible, and conducive to learning and working.

Terms of Reference:

OMNES Education London School (OELS) is committed to providing a safe and healthy work and academic environment for all students, employees and visitors. The Health and Safety Committee's primary responsibilities include:

1. Developing and reviewing health and safety policies and procedures.
2. Identifying potential hazards and risks within the workplace.
3. Evaluating the effectiveness of existing safety measures and recommending improvements.
4. Promoting safety awareness and encouraging administrative staff, faculty and student involvement in safety initiatives.
5. Reviewing accident and incident reports and providing recommendations to prevent recurrences.
6. Facilitating communication between management and employees on health and safety matters.
7. Evaluating feedback from employees and propose improvements to existing practices.

Membership:

The Health and Safety Committee will be composed of the following members:

- Health and Safety Officer (role covered by the IT and Building Manager) (Chair)
- OELS School Director (Secretary)
- An external member: the Director of building management, a representative of the parent organisation OMNES Education Group
- The Student Experience Manager
- The Campus Coordinator

Meetings and Reporting:

The Health and Safety Committee meets on a three times a year to discuss their findings or when it is deemed necessary to discuss and resolve any particular event that may have occurred. It reports to the Board of Directors. This is done to demonstrate the commitment to fostering a culture of safety at OELS.

Before each meeting, the Health and Safety Officer organises a meeting with the Student Experience Manager and a volunteer student representative to discuss any health and safety matters and to gather student feedback. This feedback is then shared with the members during the committee meeting.

Employees are encouraged to actively participate in the committee's resolutions and initiatives and invited to share their feedback and ideas for improving workplace safety. The information is disseminated during the weekly staff meeting and by quarterly faculty meetings.

The Committee prepares a report following each meeting, which is shared with the Board of Directors to inform them of key findings, actions taken, and recommendations for improving safety and enhancing the campus environment. All actions are recorded in the Excel Quality Action Plans and tracked until completed or cancelled. A summary of the status of these actions is shared with members at the beginning of each committee meeting. In cases of urgency or significant concern, the Committee may request that the Board of Directors convene an extraordinary meeting to address immediate risks or critical issues