



## **Greater Manchester Higher Steering Group Terms of Reference**

### **1. Background**

The Greater Manchester Higher Steering Group was established to oversee the National Network for Collaborative Outreach (NNCO) funded by HEFCE from January 2015 until end of December 2016. The NNCO scheme aimed to encourage more young people into higher education (HE) and delivered a nationally coordinated approach to working with schools, universities and colleges to help people access HE.

It was agreed by the Steering Group that following the cessation of the NNCO funding the network would continue to deliver a core programme of activities and maintain a project website. The Steering Group would continue to govern this work.

In September/October 2016 HEFCE announced that the Greater Manchester Higher Network will deliver the National Collaborative Outreach Programme (NCOP) in Greater Manchester. The NCOP programme will run from January 2017 to December 2018 initially and will work intensively with Y9-13 learners in schools where HE progression is lower than expected based on attainment on a regional basis, in order to make progress towards doubling the number of disadvantaged learners who progress to HE. The existing Greater Manchester Higher Steering Group will be responsible for the governance of the NCOP programme.

### **2. Terms of Reference**

The responsibilities of the Steering Group are to:

1. Support the lead institution (MMU) in meeting its responsibilities as set out by HEFCE:
  - Manage the financial allocation to the lead institution to enable the minimum expectations for the Programme to be met;
  - Ensure the project is on track to meet key targets and milestones;
  - Ensure new activity adds value to, aligns with and complements existing, long-term progressive outreach activity;
  - Establish strategy and contribute to decision-making;
  - Fulfil HEFCE's monitoring requirements and NCOP evaluation.
2. Continue to support the delivery of sustained NNCO activity:
  - Support and maintain a Single Point of Contact (via GM Higher website and email account);
  - Support and maintain a web presence for the network with details of the individual and collaborative outreach available from each member institution;
  - Ensure that the network, via the website, acts as a source of information to all state-funded schools and colleges;
3. Ensure the accountability of the project team;

4. Continue to use and promote the brand and identity for the Network;
5. Actively seek to reduce duplication of activity, identify gaps in provision and explore ways to deliver more coordinated, coherent and sustained outreach programmes;
6. Ensure information utilised by the network for each institution is current and accurate;
7. Monitor and review activities delivered by the network and make recommendations for future work based on evaluation and feedback;
8. Ensure member institutions are kept informed of the Network's progress and where relevant, identify ways for disseminating its successes;
9. Continue to explore ways of sustaining network activity beyond funding period;
10. Communicate with members of the operational group from their institution where appropriate.

### 3. Frequency of meetings

The group will meet a minimum of three times a year during the duration of the funding period, although there may be specific occasions or special meetings to consider any urgent business and the group may meet more frequently in the early stages of the programme.

Discussions will be held at the end of the funding period about the future of the Steering Group and future meetings.

### 4. Members

Membership of the group will consist of representatives from the partner institutions. Where members are unable to attend a scheduled meeting, they will identify someone who can represent their institution on their behalf.

Name	Role	Institution	Alternate
Sam Kalubowila	Head of Greater Manchester Higher	Greater Manchester Higher	
Stephanie Lee	Head of Widening Participation and Outreach	The University of Manchester	
Fiona Stuart	Outreach Manager	Royal Northern College of Music	
Karen Westsmith	HE Director	Bolton College	
Wendy Pennington	Assistant Principal Higher Education	The Manchester College	
Steve Webley	Director, Student Recruitment and Admissions	University of Salford	Alex Jackson
Ruth Osborne - Thompson	Director of HE & Marketing	Salford City College	
Laura Carruthers	UK Recruitment Manager	University of Bolton	Danielle Mannion
Mark Harris	Dean of Higher Education	Stockport College	Elaine Edwards

Katherine Griffiths	Director of Learning	University Campus Oldham	Bernie Murray
Jeff Hardman	Operational Head of the University Centre	Holy Cross 6th Form	Alyson Murray
Rachelle Pole	Centre Director	Hopwood Hall College	
Peter Riley	Head of Widening Participation and Student Financial Support	Manchester Metropolitan University	Grace Butler
Rachel Bailey	Student Recruitment & Widening Participation Manager	The University of Manchester	Sophie Flieshman
Janet Thompson	HE Director	Wigan and Leigh College	
Hazel Kindley	Assistant Principal - Higher Education, Skills and International	Ashton Sixth Form College	
James Scott	Vice Principal Curriculum	Trafford College	Michelle Dowse
Tim Robson	Director of HE & Strategic Partnerships	Bury College	Cathy Gill
Lucy Reed	HE Director	Tameside College	
Nicola McLeod	Head of 16-19 Participation	Greater Manchester Combined Authority	
TBC	TBC	Brightside	
TBC	TBC	Loreto College	
TBC	TBC	Engineering Futures/ Manchester Growth Company	

<b>Position</b>	<b>Name</b>	<b>Role</b>
Chair	Stephanie Lee	Head of Widening Participation and , The University of Manchester
Vice-chair	Fiona Stuart	Outreach Manager, RNCM
Secretary	Sam Kalubowila	Head of Greater Manchester Higher