QA Governance Structure
Terms of Reference of the Strategic Performance Development Group (SPDG)

Quality Governance Structures

Proposed update SPDG terms of reference February 2023
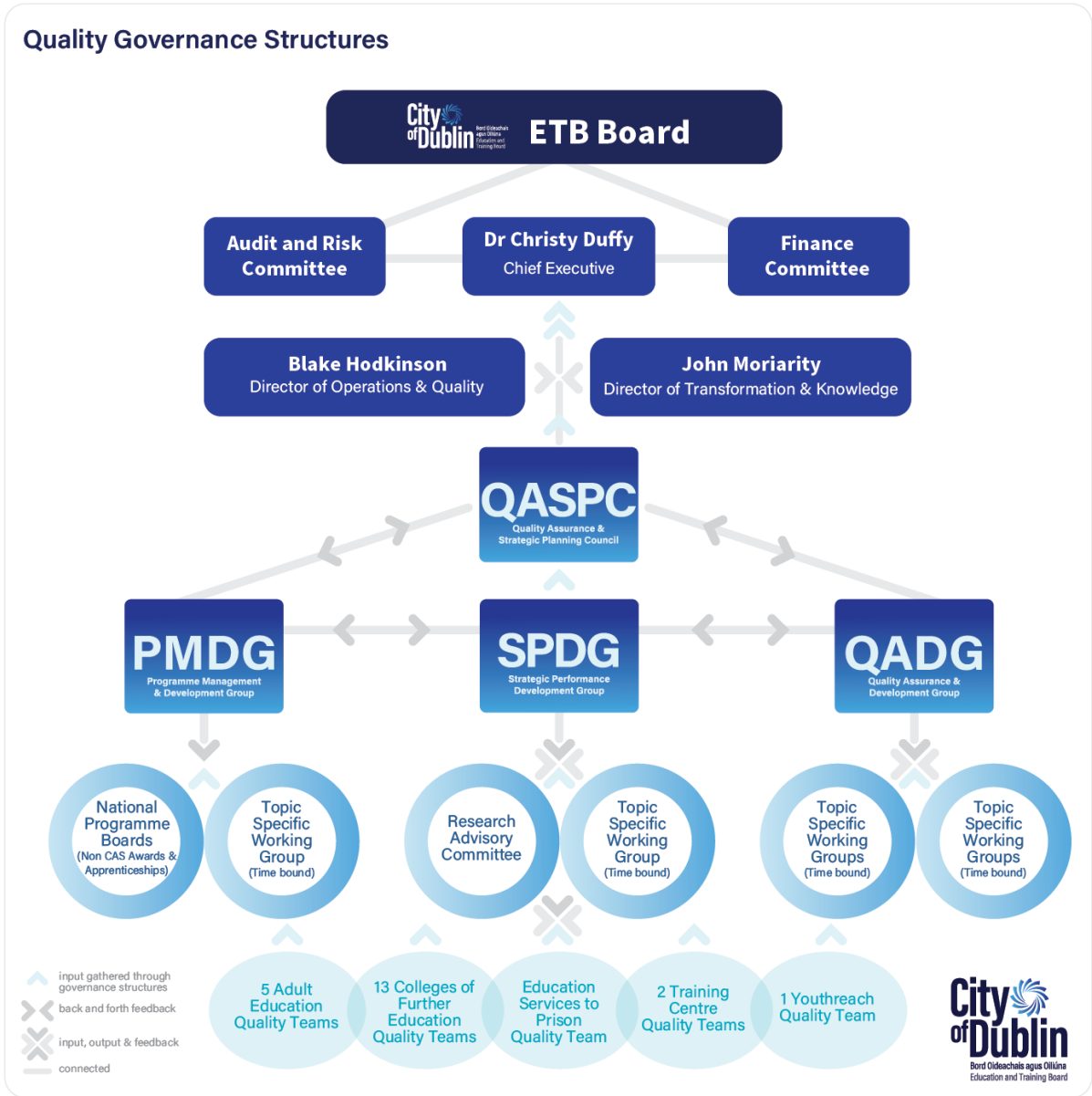
3.2 Strategic Performance Development Group

Terms of Reference of the Strategic Performance Development Group (SPDG)

Role	The Strategic Performance Development Group (SPDG) is set up to provide a mechanism to assist with the FET Strategic Planning in City of Dublin ETB and to support the implementation FET strategies and agreements. The SPDG will make its recommendations to the **FET Quality Assurance and Strategic Planning Council (QASPC)**. The SPDG supports, monitors and assists City of Dublin ETBs' commitments to deliver the SOLAS/City of Dublin ETB Strategic Performance Agreement and the QQI/City of Dublin ETB Quality Action Plan.
Accountable to	The **SPDG** receives its mandate and defined responsibilities from the Chief Executive (CE) of the City of Dublin ETB and reports to the Senior Leadership Team (SLT) and operates within the corporate/executive governance structures of the City of Dublin ETB. The SPDG will ensure that recommendations made support the City of Dublin ETB Further Education and Training strategy for the City of Dublin.
Membership	**Chair:** nominated by CE **Support:** Development Officer/s from the Employer Engagement Unit and /or the FET Development Unit, **Members:** nominations will be proposed by the FET Directors in consultation with the Chair and FET Development and Support Units. Members must have the relevant knowledge and skills to support the work of the group and include representatives from each of the following: - Educators – Teachers, tutors or instructors - Service spheres – CFE, AES, Youthreach, TC or ESP - FET Development Units –employer engagement, QAE, learner support, PLD & TEL or data analytics - Quality teams - external prospective(industry, learner, other ETB or learning institution) A member may represent more than one area such an educator and their service sphere. The composition of the SPDG will be approved by the SLT. Membership profile will be reviewed on a bi-annual basis and when a member leaves the Committee (for example, due to retirement). When a vacancy arises, the FET Director will nominate the new member by taking into account fair representation of all representative groups listed above.

	Additional Members: The Chief Executive or FET Director may from time to time appoint members who can bring a specific perspective, such as employers or experts in FET or in quality systems, or persons with expertise from other education institutions or in a specific discipline required for planning or implementation.
Topic Specific Working Groups	A SPDG Working Group may be set up as required, comprising of some members of the SPDG alongside additional members to progress a particular area of work, for example to develop proposals on particular deliverables in the Strategic Performance Agreement or Quality Action Plan.
Data and Research Advisory Group	The Data and Research Advisory Group supports the work of the SPDG (Strategic Planning Development Group) and supports evidence informed decision making in the organisation.
Meetings Schedule	Meetings are aligned with academic year start dates, happen at least **two times per year** with additional meetings as required.
Working Methods	1. A quorum of 33% of members + 1 additional member is required. 2. The meeting agenda and supporting documentation will be circulated to members at least one week in advance of scheduled meetings (see Appendix 1: Agenda Template). 3. Draft minutes are recorded and circulated within 2 weeks of a meeting (see Appendix 2: Minutes Template). Minutes are approved at the subsequent meeting. 4. Recommendations for consideration by the QASPC will be made by the SPDG using a prescribed template (see Appendix 3: Recommendations Template). 5. Recommendations are made by consensus or by the exercise of a vote; the Chair has the deciding vote in the event of a tie. 6. Should it prove necessary for the group to make a recommendation at a time when a meeting cannot be called, then a proxy quorum may be obtained by email for approval in principle. In that instance the summary documentation, pertaining to the recommendation will be circulated by email, and then detailed documentation pertaining to the decision will be presented to the group at the next meeting for formal approval. 7. Recommendations of the SPDG will be made to the QASPC who will consider all proposals and make the final recommendation to the SLT Senior Leadership Team.

	8. At the discretion of the Chair, an incorporeal meeting may be held where reports can be circulated and accepted by the SPDG without a meeting.
Core Responsibilities	1. Supporting evidence informed decision making in City of Dublin ETB through the use of qualitative and quantitative data 2. Ensuring local centres are delivering commitments as agreed in the Strategic Performance Agreement and Quality Action Plan. 3. Monitoring local and scheme outcomes in relation to the Strategic Performance Agreement and Quality Action Plan. 4. Monitoring Head Office and corporate outcomes in relation to the Strategic Performance Agreement and Quality Action Plan. 5. Ensuring that education and training provision (current, new and amended) are aligned with the Strategic Performance Agreement and Quality Action Plan. 6. Establishing ways to support City of Dublin ETB to deliver on non-education/training actions outlined in the Strategic Performance Plan and Quality Action Plan. 7. Reviewing the Strategic Performance Plan and ensuring that future agreements are fit for purpose. 8. Meeting needs as identified by various groups e.g., Regional Skills Forum. 9. Reviewing and analysing relevant education and training strategies and policies. 10. Where appropriate, creating City of Dublin ETB position papers and overseeing their implementation.
Recommendations	Recommendations of the SPDG will be made to the QASPC who will consider all proposals and make the final recommendation to the Senior Leadership Team. Where relevant, final SMT decisions will be issued to centres by way of Memo from the FET Director.

Appendix 1: AGENDA TEMPLATE

<Meeting> Agenda

Location: [Centre Address, platform used or Room Number]

Date: [Meeting Date]

Time: [Meeting Time]

Standing Items:

1. Minutes from previous meeting
   - Matters Arising

2. Updates from Subgroups/Working Groups

3. Risk Register Items

Other Items

- Agenda detail 1
- Agenda detail 2
- Agenda detail 3

4. Recommendations to relevant Group or SLT

5. Next Meeting

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Appendix 2: MINUTES TEMPLATE

<Meeting> Minutes

Organisation of Meeting

A meeting of [Governance Group name] was held at [Location] on [Date]. Attendees included [list attendee names]. Members not in attendance included [list names].

Item	Discussion/Recommendation	Action By [insert centre/name]

Development Officer   Date of approval

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Appendix 3: RECOMMENDATIONS TEMPLATE

Recommendations from

<insert Council/Committee/ Subgroup/Working Group name>

Organisation of Meeting

A meeting of [Governance Group name] was held at [Location] on [Date]. Attendees included [list attendee names]. Members not in attendance included [list names].

Recommendation	Benefits	Risks

Chairperson   Date

Appendix 3a: RECOMMENDATIONS TEMPLATE

Recommendations from

Quality Assurance Strategic Planning Council

Organisation of Meeting

A meeting of QASPC was held at [Location] on [Date]. Attendees included [list attendee names]. Members not in attendance included [list names].

Recommendation	Benefits	Risks	Decision By SLT (proposal approved/not approved)

Chairperson   Date

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