



Equality and Diversity Committee

Terms of Reference

Approved November 2018

Statement of Intent

1. The College is committed to meeting its obligations under the Equality Act 2010 and all other legislation relevant to Equality and Diversity. Equality of opportunity is everybody's right and everybody's responsibility and is therefore a central aim for all staff, students, governors and others associated with the College. The College is aware that there are many barriers to true equality and that people may be disadvantaged because of their race, age, gender, religious belief, disability or sexual orientation. We wish to foster a secure and favourable environment in the College which is welcoming to all, which celebrates and enhances diversity, and which is free from prejudice and discrimination.
2. The Equality and Diversity Committee has a key role in scrutinising and advising on the work of the College, in particular the work of the lead manager on Equality and Diversity, in strategically delivering on the Equality objectives. Aspire promotes Equality and Diversity by ensuring the delivery of truly individualised learning for all. The composition of the Committee will be balanced and reflect the full range of the College community.
3. The function of the Committee is to promote equality of opportunity and celebrate diversity within the College community by:
 - a) ensuring that the College regularly collects and analyses data in relation to recruitment, retention, achievement, progression (of staff and students), and achievement rates and other performance measures (of students) with regard to the outcomes and experiences of those with protected characteristics;
 - b) ensuring that students, staff and governors are trained and regularly updated on Equality and Diversity legislation;
 - c) overseeing the continued integration of Equality and Diversity into teaching and learning and all aspects of College life;
 - d) supporting curriculum teams in developing teaching and learning strategies which celebrate and promote Equality and Diversity;
 - e) ensuring that every member of the College community has a range of opportunities to raise issues, as questions or voice concerns relating to Equality and Diversity, and can be confident of an appropriate response from the College.

Membership

4. The membership of the Committee is designed to be cross-College in all of its facets and provide ownership of Equality and Diversity for all College stakeholders.
5. Members of the Committee
 - Assistant Principal with responsibility for Equality & Diversity (Chair)
 - Principal
 - Vice-Principals
 - plus appropriately nominated or delegated staff from the following areas of College activity:
 - a Student Development Officer
 - at least one member of support staff
 - at least three teaching staff representatives from different subject areas
 - at least one Academic Coach
 - Curriculum Leader for Additional Learning Support
 - Assistant Principal with responsibility for Additional Learning Support
 - HR Officer
 - up to two student representatives
6. The period of appointment of members shall be as follows:

Ex-Officio:	Principal, Vice-Principals, AP with responsibility for E&D HR Officer, CL ALS
Up to two years:	All other staff and students
7. At the end of the period of appointment, members may choose to remain on the Committee.
8. The Committee may co-opt members for specific meetings or tasks, and set up working groups as required. However, a representative from the Estates Team will attend at least once a year to report on Equality & Diversity matters in that area.

Meetings

9. The Committee will meet at least three times in each academic year. Meetings will be minuted. Minutes of meetings will include outcomes and any action points that have been agreed. Meetings will pick up any action points agreed at the previous meeting in order to monitor progress in achieving the desired outcome.
10. The meeting will be quorate when there is attendance from at least one member of the Principalship and at least 40% of the total membership.

11. Agenda and papers will be issued at least five working days in advance of the meeting so that members are fully prepared.

Communications

12. Minutes of Committee meetings and Equality and Diversity matters pertaining to students and the curriculum will be presented to and discussed at the Senior Leadership Team meeting.
13. Agenda and minutes will be displayed in the staff room and received by all members.
14. The Senior Leadership Team and curriculum groups will be informed of any Equality and Diversity issues as and when appropriate.
15. The Equality & Diversity Committee will receive the annual Human Resources Report on matters of employment, and the Staffing Establishment.
16. The Equality & Diversity Annual Report will be received and amended as appropriate by the Equality & Diversity Committee and made available on the College's website.