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# National Schools Programme Strategic Advisory Group

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## Purpose and Remit

1. The National Schools Programme (NSP) Strategic Advisory Group has a role to recommend and advise SFC on matters relating to the National Schools Programme and will be responsible for oversight and monitoring the implementation of [recommendations from the 2024 NSP Review](#), and will inform ongoing developments of the programme.
2. The NSP Strategic Advisory Group will provide advice and guidance to SFC on the remit and prioritisation of the collaborative taskforce(s) which will address specific recommendations from the review.
3. The NSP Strategic Advisory Group will receive and review progress reports and proposals from the collaborative taskforce(s), providing comment, feedback and where applicable, endorsement/approval for onward progress. The NSP Strategic Advisory Group will support engagement with the tertiary and school sectors and a wide range of stakeholders, building on the work of the NSP Review Steering Committee.
4. The presiding Co-Chair is responsible for leading the meeting to reach decisions. The Committee will normally make decisions on the basis of agreement by consensus, but where the presiding Co-Chair believes it to be in the interest of the progress of a debate, or where it is proposed and seconded by two members present, the secretariat may be asked to count and record a vote by a show of hands. Should a vote be required, this will be via a simple majority, with the presiding Co-Chair having the deciding vote if an even number of members are present.

## Meeting Frequency

5. The NSP Strategic Advisory Group will typically meet four times a year, or as appropriate to carry out its duties effectively.

## Reporting

6. The NSP Strategic Advisory Group will report to the Assurance, Learning and Outcomes (ALO) Directorate Senior Management Team via the Co-Chairs as appropriate.

## Quorum

7. The quorum for a meeting will be one more than half the members. However, when not quorate the members present may decide to proceed with a meeting at which items on the agenda are considered and any recommendations reached are put to the next meeting for decision if time allows.
8. The Co-Chairs shall endeavor to ensure that a range of member backgrounds (see below) are present at each meeting.

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## Membership

9. The NSP Strategic Advisory Group will be composed of members from SFC and the School and Tertiary sectors. Members of the Strategic Advisory Group are not appointed as representatives of individual organisations. Membership will be drawn from each of the four regions represented within the NSP.
  - SFC Deputy Director, Student Interests, Access & Quality – Co-Chair
  - External Member– Co-Chair
  
  - SFC Member – Senior Policy Officer – National Schools Programme
  - SFC Member – Policy, Insights & Analytics
  - SFC Member – Finance & Funding
  
  - Tertiary Sector Member – Admissions
  - Tertiary Sector Member – Widening Participation
  - Tertiary Sector Member – Academic Programme Lead/Researcher
  - Tertiary Sector Member – Further Education
  
  - Schools Sector Member
  - Schools Sector Member
  
  - Student/Pupil – NSP ‘graduate’
  - Student/Pupil – NSP ‘graduate’
  
  - Third Sector Member
  - Third Sector Member
  
  - SFC Member - Secretariat
10. In addition, other members of SFC’s staff may attend meetings as required for agenda items for which they are presenting information, to be available to respond to questions on matters arising from papers, to hear the debate where the Group’s discussion will inform their work, or as part of their on-going professional development. They may not take part in Strategic Advisory Group decision making.
11. Membership on the Strategic Advisory Group is a non-remunerated position; however, SFC will cover travel and subsistence costs to enable members to attend in person meetings where required.
12. External members will be appointed for a period of two years, with the possibility of serving a further two year-term.
13. Individual members have a responsibility to consider their position with regard to any conflict of interest. On appointment, members will be invited to declare any interests. If any member has, or could be perceived to have, an interest in a matter that is being considered by the Strategic Advisory Group, then it is their duty to declare that interest at the start of the meeting or as soon as they become aware of it, whether or not that interest has been declared at a previous meeting. This declaration will be recorded in the minutes.

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## Agenda and Papers

14. Any member can, by contacting the secretariat, suggest items of business.
15. The agenda of business and accompanying papers will normally be distributed no later than one week before a scheduled meeting of the Group.
16. Minutes of a Strategic Advisory Group meeting will be submitted to the Co-Chairs for preliminary approval, and thereafter to the subsequent meeting of the Group for formal approval.

## Review

17. The Strategic Advisory Group remit and membership will be reviewed annually and proposed changes submitted to the ALO Senior Management Team for approval.