**Indigenous Student Success Program Governance Committee (ISSPGC)
Terms of Reference and Charter**

The Indigenous Student Success Governance Committee (ISSPGC) is the University of Tasmania Indigenous Governance Mechanism for the management of the Indigenous Student Success Programme. An Indigenous Governance Mechanism is an eligibility requirement of the Indigenous Student Assistance Grant Guidelines (Part 3; Clause 11) for the receipt of Indigenous Student Success Programme grants. The ISSPGC was established in January 2017 and its initial term is for the 2017-2018 period.

**Role and Governance of the ISSPGC**

The primary role of the ISSPGC is to determine the use the ISSP funds allocated annually to the University of Tasmania to support and increase the rates of enrolment, retention and completion for Aboriginal and Torres Strait Islander students at the University of Tasmania. The role supports the stated purpose of the ISSP funding which is to support equality of access; equality of participation and equality of educational outcomes for Aboriginal and Torres Strait Islander students in higher education.

ISSP funds expenditure is limited to those activities approved under the Indigenous Student Assistance Grant Guidelines and the ISSPGC will only approve expenditure of ISSP monies for projects and programs that meet Grant Guidelines criteria. Within these criteria the Guidelines afford flexibility to determine how the grant is allocated.

Governance arrangement and responsibilities of the ISSPGC is as per the Indigenous Student Assistance Grant Guidelines:

Part 3: Clause 11

1. have responsibility for advising on, reviewing, making recommendations about, and monitoring the use of ISSP grants;
2. have authority within the governance structure of the provider; and
3. have a charter that outlines:
	1. criteria for appointment (see above)
	2. roles and responsibilities (see above
	3. decision making processes

In relation to Part 3 Clause 11 (b) and (c) the ISSGC operates under a reporting line to the Provost and has overarching responsibility for:

1. Determining the scholarship programs supported by the ISSP funding and how they are delivered including eligibility, value, duration and coverage.
2. Determining additional programs and activities to support how Indigenous students are prepared for higher education or engage Indigenous students who have withdrawn from study, other than those programs already administered by Riawunna
3. Ensuring appropriate pastoral care for Indigenous students, focusing in particular on the first year student cohort, over and above programs delivered by Riawunna and Student Services.
4. Ensure the development and implementation of agreed cultural competency strategies across the University of Tasmania
5. Ensuring compliance with guidelines for funding as provided by the Department of Prime Minister and Cabinet.

*Riawunna and the ISSPGC*
Riawunna, Centre for Aboriginal Education is the primary provider of support services for Indigenous student success at the University of Tasmania and a majority of the ISSP funding will be allocated to support the operations of Riawunna.

The ISSPGC will not have oversight of operational responsibilities, activities and programs of Riawunna. To fulfil the ISSP Governance role of the ISSPGC in relation to expenditure, the Head of Service Riawunna will update the Committee quarterly on the overarching budget position of Riawunna.

*Decision Making Processes*

All applications for ISSP funding to be allocated for an activity, program or project will be made in writing and circulated to all ISSPGC members. Decisions on funding applications will be made by the Committee at the next scheduled ISSPGC meeting. For urgent activities approval may be made out of session.

Decisions on allocation of ISSP funding to activities, programs and projects will be made by the full Committee with consensus decision-making the preferred model. In the few cases where consensus cannot be attained, the Chair will determine whether a majority vote can be taken for a decision.

*Membership*The composition of the ISSPGC is determined by one of stated purposes of the Indigenous Student Success Programme, which is to support the involvement of Indigenous people in educational decision making and is in line with the Indigenous Student Assistance Grant Guidelines (Part 3; Clause 11) which say the Indigenous Governance Mechanism must:

1. Consist of:
	1. An appropriately qualified senior academic employee of the provider who is an Indigenous person: or
	2. An appropriately qualified senior executive employee of the provider who is an Indigenous person
	3. A committee constituted by a majority of Indigenous persons, each of whom has skills and experience relative to the role

Membership of the University of Tasmania ISSPGC 2017-2018 is:

* Pro Vice-Chancellor, Aboriginal Research and Leadership: Chair
* Aboriginal Higher Education Advisor
* Head of Service, Riawunna
* Executive Director, Student Experience
* Representative from Financial Services (as nominated by the Chief Financial Officer)
* Head, Scholarships and Prizes

The committee will review membership on a regular basis to ensure a balance of appropriate representation. Other members may be co-opted as necessary. Membership is assigned to the position rather than the individual holding the position. Members may send a proxy if they cannot attend a scheduled meeting.

*Secretariat:*

Provided by the Office of the Pro Vice Chancellor, Aboriginal Research and Leadership

*Frequency of Meetings:*

The ISSPGG will meet monthly to ensure that the allocation and distribution of ISSP funding is made in a timely way and in accordance with the agreed guidelines.

*Review*

A review of the operation of the ISSPGC will be undertaken periodically, with recommended changes to the Terms of Reference and Charter bought to the ISSPGC in the first quarter of each year.