



## SCCH Governance Framework, April 2023

### SCCH Governance & Structure

The Governors of SCCH are collectively responsible for the governance and overall strategic direction of the SCCH. They ensure that the SCCH meets its mission to generate competent, safe and useful practitioners of Jing Fang classical herbalism in a relaxed and enjoyable clinical environment, and to give apprentices a solid foundation in clinical Jing Fang practice, including a thorough knowledge of treatment strategy over time, while at the same time offering low-cost Chinese herbal medicine treatment to the local community.

The SCCH Governing board currently consists of four members:

Frances Turner – Course Director and Founder

Dr Berny Sèbe – Chair of the SCCH Board (Higher Education)

Alexander Evans – Herbal Medicine (Business and Marketing)

Mark Preston – Acupuncture, Chinese Medicine, and Tai Chi / Qi Gong. (Teaching and Dispensary)

### Context

The SCCH governors work in the context of the following SCCH roles:

- Governors
- JFA Course Director
- Academic Consultant
- JFA Supervisors
- JFA Assistant supervisor(s)
- Apprentice Support
- Jing Fang Apprentices

- Building maintenance: CPT (Cholsey Pavilion Trust) and CCHC (Cholsey Complementary Health Centre). For the relationship of SCCH to these two bodies, please see the Accreditation Document.

## **Terms of office**

The Chair of the Governing Board is voted for at the first meeting of the year and remains in place for one year.

The Course Director is answerable to and supported by the Governing Board.

Non-executive governors are appointed for a four-year term. The recruitment and selection of new governors is undertaken by the board. The board aims to have a minimum membership of four, each member has an area of specialism and interest on the board as well as a broader interest and support for the organisation overall.

## **Meetings**

Meetings of the SCCH Governing Board are held twice a year. A meeting is quorate if 50% of the governors are in attendance.

The standing agenda for the meetings is as follows:

- Matters arising
- Current SCCH issues and projects
- Finances
- Strategic planning
- Recruitment & admissions procedures
- SCCH course reports and teaching update
- Summary of apprentice feedback
- External Examiner reports and responses
- Appeals & Fitness to Practice Infringements
- AOB

## Terms of reference

1. To contribute to strategic thinking and development to help secure the future of the JFA and the SCCH covering areas such as:

- Course development
- Student and staff recruitment
- Development of JFA as a source of continuing professional development
- Marketing and publicity, website development

2. To overview the accounts and finances

- Annual review of the SCCH financial accounts put together by Eden Accounting.
- Overview of Clinical director's management of the finances
- Two of the Governors (including the Course Director) are signatories to the SCCH bank account.
- Helping SCCH consider its financial structure, for example becoming a limited company.

3. To advise on educational issues, and review their implementation

- EHTPA accreditation process
- Apprentice Assessment & Progression processes
- Development of feedback mechanisms and peer review
- To review External Examiner and annual course reports
- Any other relevant educational issues

4. To advise on IT development

- Development of online learning platforms
- Staff Team IT

5. To further support and encourage the Course Director in the development of SCCH and the JFA.

- Advise on administrative support
- Staff and Governor recruitment and development

- Graduate network

6. To handle any complaints or fitness to practice issues that have been escalated (See QA Handbook Points 4 & 8)

- Complaints against supervisors
- Complaints against the course director
- Complaints about assessment issues
- Student fitness to practice issues

Please also see the document 'JFA Assessment Strategy' which sets out the JFA Assessment Processes and Learning Outcomes. For ease the governors' role in assessment is copied here:

#### Governors Role in Assessment

Should an apprentice disagree with the supervisors regarding their assessment and should this not be resolved between the apprentice and supervisors concerned, a complaint may in the first instance be taken to the Course Director. If it is not resolved at this level, the apprentice may take it to the Governing Board. To deal with this issue, the Governing Board will convene a sub-committee of at least two members, not including any person involved in the dispute. The decision of the Governing Board is final. Any adjudication should be centred on an assessment of learning objectives.

#### Governors Role in Fitness to Practice Issues

In case of a Stage 3 fitness to practice issue involving either failure of an apprentice to meet three requirements of a written improvement plan, or a major breach of the code of ethics, a formal meeting with the Course Director and one member of the Governors will be requested. Potential outcomes include suspension or withdrawal from the course, and referral to the RCHM/BACc.

7. To oversee the winding up of SCCH should that become necessary

- Supporting the Course Director and Supervisors in helping current apprentices to complete their training as outlined in the SCCH Apprentice Protection Plan.

8. To ensure equality and diversity at SCCH.

- Ensuring that SCCH has non-discriminatory systems in place to ensure equality and diversity for its staff and apprentices.

9. To ensure health and safety

- Overseeing the Health and Safety policy for SCCH and ensuring the policy is kept up to date in line with guidelines from the professional body (RCHM) and government.