



## CURRICULUM, QUALITY & STANDARDS COMMITTEE

### TERMS OF REFERENCE

#### 1. MEMBERSHIP

- 1.1 Membership of the Committee will comprise the Principal plus at least four Governors.
- 1.2 Members of the Committee shall serve as Committee members for one year and shall be eligible for re-election at the end of that period.
- 1.3 Membership of the Committee for the next academic year will be determined by the Board of Governors at its July meeting.
- 1.4 There are no ineligible members.
- 1.5 The Committee should include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. Collectively, members of the Committee should have recent, relevant experience in assessing the quality and teaching, learning and assessment; behaviour and welfare of students and outcomes for learners.
- 1.6 Membership may include a co-opted Governor, whose skills strengthen and are complementary to those on the Committee. Any such appointees will serve for a one year term of office which is renewable by the Board of Governors on the recommendation of the Search and Governance Committee.
- 1.7 The Committee has the right to invite any other person to attend for a part or all of the meeting.

#### 2. DECISION MAKING

- 2.1 Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair of the Committee shall have a second or casting vote.
- 2.2 All persons 'in attendance' (including the Clerk) shall have no voting rights.

### **3. QUORUM**

- 3.1 The quorum for the meeting shall be three Governors, the majority of whom must be external Governors (i.e. not staff, student or co-opted Governors)

### **4. FREQUENCY OF MEETINGS**

- 4.1 The Committee shall meet at least once in each academic term. Additional meetings may be called as necessary in agreement with the Chair of the Committee.

### **5. RESPONSIBILITIES**

- a. To undertake a regular and detailed review of learner data, including progress against key indicators in the Strategic Plan.
- b. To review reports of inspections and other quality assessments and to obtain assurance that appropriate action is being taken where there are issues of concern.
- c. To monitor the outcomes of the College's quality assurance system regarding learners' experiences including the outcomes of student surveys and complaints and compliments received by the College.
- d. To receive regular monitoring reports on the quality of the College's higher education provision.
- e. To contribute to the annual Self-Assessment Report process, including moderation support
- f. To review in detail the College's Self-Assessment Report (SAR) and to monitor relevant actions in the College Action Plan / Medium Term Action Plan (which provides the basis of the Quality Strategy).
- g. To receive information and updates on current and future initiatives relating to the shape of the College's curriculum and to teaching, learning and assessment and to oversee any implementation plans as they relate to this area.
- h. To monitor the implementation of the Code of Practice – Freedom of Speech.
- i. To have the following remit in relation to Safeguarding: to receive regular reports on Safeguarding activity, to review the Safeguarding Policy and the Safeguarding Annual Report.
- j. To have the following remit in relation to Equality, Diversity and Inclusion: to review the Single Equality Scheme and the Equality, Diversity and Inclusion Annual Report.

- k. To consider any risks on the risk register relevant to the Committee and recommend amendments to the Audit Committee.
- l. To consider items on the College Action Plan / Medium Term Action Plan relevant to the Committee and provide information to the Board of Governors on progress against those actions.
- m. To consider any other specific issues referred by the Board of Governors and report their findings and recommendations back to the Board of Governors.
- n. To approve an annual work plan (cycle of business) and to review the effectiveness of the Committee annually.
- o. The Committee has responsibility / delegated authority to review and approve, strategies, policies and procedures outlined in **Annex A**.

## **6. ELECTION OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE**

- 6.1 The Committee Chair and Vice-Chair (if the Committee so decides that a Vice-Chair should be elected) will be selected by the Committee from among its external members at the first meeting of the Committee in the academic year.
- 6.2 In the event of the Chair and Vice-Chair (if elected) being unable to attend the meeting (or resigning from the position), the remaining Committee members should elect one of themselves as Chair for the meeting.

## **7. EXTERNAL ADVICE**

- 7.1 The Committee may seek the services of such external advisers as it considers necessary to fulfil its responsibilities.

## **8. CLERKING ARRANGEMENTS**

- 8.1 The Clerk to the Corporation (or another appropriate independent individual) shall be the Clerk to the Committee.

## **9. REPORTING TO THE BOARD OF GOVERNORS**

- 9.1 The Chair of the Committee (or an agreed representative) will provide a report to the next meeting of the Board of Governors. The minutes of the meeting will also be provided to members of the Board of Governors for information.
- 9.2 Any recommendations made by the Committee will appear as separate items on the agenda for the next ordinary meeting of the Board of Governors.

## 10. REVIEW AND APPROVAL

10.1 The Terms of Reference of the Committee will be reviewed annually and submitted to the Board of Governors for approval.

Terms of Reference Approved	Board, 10 December 2020
Next review date	July 2021

## ANNEX A

### RESPONSIBILITY FOR POLICY REVIEW AND APPROVAL

STRATEGY / POLICY / PROCEDURE	APPROVED BY THE COMMITTEE	REVIEWED AND RECOMMEND TO THE BOARD FOR APPROVAL	To be considered by the Link / Designated Governor
Code of Practice Freedom of Speech		✓	
Fitness to Study Policy	✓		
Safeguarding Policy		✓	✓
Single Equality Scheme		✓	✓
Quality Strategy (Quality Improvement Plan)		✓	