GO006 Terms of Reference – Curriculum and Quality Committee

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Linked policies/ documents			

Summary

The Curriculum and Quality Committee is responsible for advising the Corporation on the College's educational character, mission, and curriculum development, while ensuring high standards of teaching, learning, and student experience.

The College's mission is creating opportunities to transform lives.

GO006 Terms of Reference – Curriculum and Quality Committee

1. Membership

The Committee shall be appointed by the Corporation and shall consist of at least three external members of the Corporation plus the Principal/Chief Executive and up to two Associate Governors. Staff and student governors are eligible to be members. In the absence of the Chair and Vice Chair, the members attending the meeting shall select one of their number to 'Chair' that meeting.

Persons who are not members of the Corporation but are deemed to have the skills required to enhance the responsibilities of the committee may be appointed as Associate Governors on the Committee but may not hold the position of Chair or Vice Chair.

Other Corporation members may attend meetings, in an observer capacity, with the prior approval of the Chair of the Committee.

2. Quorum

Meetings of the Committee shall be quorate if three members are present.

3. Purpose

The Articles of Government allow Corporations to establish committees for any purpose or function (other than those assigned to the CEO/Principal or Clerk (Governance Professional)) and may delegate powers to such committees.

The Association of Governors Code of Good Practice 2024 outlines the principal governance responsibilities that support the values of the College and are vital to successful implementation, one of which is Teaching and Learning, which will be considered by this Committee. The Terms of Reference of the Committee may be varied at any time by the agreement of the Corporation.

The Committee and the Corporation will have at the heart of its work the College's Strategic Plan and Accountability Statement and will demonstrate through its meetings and decision-making.

4. Appointment of Chair and Vice Chair

The Committee shall elect a Chair and Vice Chair from among its members. The Chair and Vice Chair must be external members. The terms of office shall be for two years (or consistent with their term of office as a governor) and shall be eligible for re-appointment thereafter.

5. In Attendance

The Deputy Principal, Vice Principals, and senior post holders shall attend and speak at meetings of the Committee (they will have no voting rights). Senior managers shall attend and speak at meetings where relevant business is being discussed or where their attendance has been requested (they will have no voting rights).

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

The Committee also has the right to invite any other person to attend for a part of or for the whole of a meeting (other persons will have no voting rights).

6. Frequency of meetings

The Committee shall meet as and when necessary for the proper discharge of its responsibilities but shall meet at least once per term.

The Governance Professional/Clerk to the Corporation shall act as Clerk to the Committee.

7. Terms of Reference

1. To consider and advise the Corporation on the educational character and mission of the College and to monitor its activities.
2. To consider and advise the Corporation on the College's portfolio of courses and plans for the development of the curriculum.
3. To monitor student enrolments in the current year and applications for the following year.
4. To review key quality data in relation to teaching and learning activity, including attendance, student retention, achievement, value added, outcomes, progress measures, student evaluations, employer evaluations, internal & external verification, and destinations and recommend to the Corporation annual targets and key performance indicators in these areas and monitor the College's progress towards achieving them.
5. To monitor the quality of teaching, learning, and assessment (TLA) and the College's processes for assessing and improving TLA.
6. To receive evidence that the College continues to hold the Matrix standard.
7. To review the effectiveness of independent careers guidance provided to all students up to and including 18 years of age and to students aged up to 25 years with an Education and Health Care plan (EHCP).
8. To receive, consider, review and then recommend to the Corporation the College's annual quality reports, including the Self-Assessment Report (SAR) and the HE Self Evaluation Report including the effectiveness of the actions taken to improve standards.
9. To evaluate, review and monitor the effectiveness and progress of plans for on-going improvements, including the College Quality Improvement Plan (QIP).
10. To receive and consider College inspection reports and other external reviews and reports that affect the teaching and learning experience and make recommendations to the appropriate Committee or Corporation for improvement and investment.
11. To approve and review the College's compliance with and response to equality, diversity, and inclusion.
12. To approve and review the College's response to safeguarding children and vulnerable adults; including the requirements of the PREVENT agenda and the promotion of British Values.
13. To review the effectiveness of services for students, including tutorials, welfare services, work experience, information, advice, and guidance.

14. To consider and approve arrangements with respect to the conduct of students, including procedures for suspension and expulsion.
15. To review complaints and compliments received by the College and the actions taken to address concerns.
16. To deal with such other curriculum or student matters as may from time to time be referred to the Committee for consideration or approval.
17. To have oversight of the skills agenda for the College, including: to ensure that all curricula address and map onto the national, regional and local skills needs as well as the priorities identified in the Local Skills Improvement Plan (LSIP); and to review and recommend to the Corporation for approval the Annual Accountability Statement.
18. To consider market intelligence, assessment and labour intelligence to help understand the market that the College serves. To include the regional context in terms of supply, demand, competition and evaluate and monitor its effect on the College's curriculum development.
19. To review, assess and monitor the College's recruitment with the aim on increasing the number of students each year studying in all aspects of the College's provision.
20. To review, monitor and evaluate new income streams through projects and partnerships.
21. Actively seek opportunities for partnership working with other training providers that will achieve business efficiencies and meet the needs of employers and learners.
22. Consider any strategies and policies for those areas that are the responsibility of the Committee.

8. Powers of the Committee

To exercise its role the Committee shall have the power to investigate any activity within its terms of reference.

The Committee shall liaise with other Committees where necessary.

9. Reporting

The Clerk (Governance Professional) to the Committee shall circulate the minutes of each meeting, after approval by the Chair, to the Committee members.

A written update on Committee activities will be provided by the Chair at the following Corporation meeting.

10. Review

The Committee shall review the membership and terms of reference at least every two years.