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Summary available:	NO		

**NEWBURY COLLEGE CORPORATION
CURRICULUM & QUALITY COMMITTEE
TERMS OF REFERENCE**

1. Membership

The Committee shall be appointed by the Corporation and shall consist of at least three members, two of whom are External.

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) and may delegate powers to such committees. The Code of Good Governance for English Colleges 2019 outlines the 10 principal governance responsibilities that support the values and are vital to successful implementation, one of which is Teaching and Learning, the considerations of which are considered by this Committee.

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 a period consistent with their term of office as a governor).

5. In Attendance

The Principal and Vice Principal.

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting.

All persons In Attendance shall 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 Clerk to the Corporation shall act as Clerk to the Committee.

7. Responsibilities

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, including attendance, retention, outcomes, progress measures, student evaluations, employer evaluations, internal & external verification, and destinations
5. To monitor the quality of teaching, learning and assessment (TLA) and the College's processes for assessing and improving TLA.
6. To consider and recommend to the Corporation the College's annual quality reports, including the Self-Assessment Report (SAR) and the HE Self Evaluation Report
7. To monitor the progress of plans for on-going improvements, including the College Quality Improvement Plan (QIP).
8. To receive and consider College inspection reports and other external reviews and reports.
9. To approve and review the College's compliance with and response to equality, diversity, and inclusion.
10. 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.
11. To review the effectiveness of services for students, including tutorials, welfare services, work experience, information, advice, and guidance.
12. To consider and approve arrangements with respect to the conduct of students, including procedures for suspension and expulsion.
13. To review complaints and compliments received by the College and the actions taken to address concerns.
14. To deal with such other curriculum or student matters as may from time to time be referred to the Committee for consideration or approval.
15. 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 approve the Annual Accountability Statement.

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

1. The Clerk to the Committee shall circulate the minutes of each meeting, after approval by the Chair, to the Committee members.
2. An update on Committee activities will be provided by the Chair at the following Corporation meeting.

10. Review of Terms of Reference

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