

PETROC

Curriculum and Quality Committee

Although there is no requirement to form a Curriculum and Quality Committee, the Corporation strongly believe there should be a forum that enables focus on, and scrutiny of, curriculum strategy and performance, including the quality of teaching and learning. This forum will provide an opportunity for Governors to become more closely involved in the development of the College’s curriculum and the College’s pursuit of high standards in all aspects of its work.

1. Membership and Quorum

- I. The Committee shall comprise at least 6 Governors. One of these Governors (other than the Principal and CEO or a staff or student governor) shall be appointed by the Corporation to be the Chair of the Committee.
- II. The Chair and Vice Chair of the Board as well as any other Governor, apart from co-opted may sit as Committee Chair.
- III. The College Principal and CEO.
- IV. The Quorum shall be 3 members of the committee, excluding any external co-optees.
- V. The Governance Advisor shall act as Clerk to the Committee and shall keep appropriate records of its proceedings.

2. In Attendance

- I. The Vice Principal – Quality, Curriculum and Learners, Vice Principal Finance, Resources and Regional Affairs and the Vice Principal People, Organisational Development and Engagement shall normally be in attendance, at the Committee.
- II. Any member of staff may be invited to attend meetings of the Committee by the Corporation, particularly where items relating to their area of responsibility are under discussion, and shall be entitled to speak at such meetings, but not to vote.
- III. The College through the Principal and CEO shall have the power to employ the services of such external advisors, as it deems necessary to fulfil its responsibilities.

3. Co-opted Member(s)

- I. The Corporation may co-opt onto the Committee up to two persons who are not members of the Corporation, but who have relevant experience and or expertise.

Document Name: Curriculum and Quality Committee ToR	Policy No:n/a
Approved Date: March 2022	Review Date: March 2023
Approved by: Full Governing Body	EqIA Completed:
Author: Governance Advisor	Monitoring & Evaluation: Curriculum and Quality Committee

4. Mode of Operation

- I. The Committee shall meet three times each year and on other occasions, if deemed necessary.
- II. The agenda of each meeting shall be prepared by the Governance Advisor in consultation with the Chair of the Committee and the Principal and CEO and the Vice Principal – Quality, Curriculum and learners. This will be circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting.
- III. Where matters of a sensitive or confidential nature are to be discussed at a meeting, the Governance Advisor, in consultation with the Committee Chair and if necessary the Chair of the Corporation, shall reserve these matters to a confidential agenda and subject to the rules as to quoracy set out above, to exclude any, or all, participants and observers, except the Governance Advisor. Details and papers of such agenda shall not be made non-confidential unless the circumstances which caused them to be considered as sensitive or confidential no longer pertain.
- IV. The Committee has no power to make spending decisions outside of the annual budgeting process. Any additional requirements to allocate resources are to be referred to the Corporation.
- V. The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy above) to exclude any, or all, participants and observers, except the Governance Advisor.
- VI. No person other than a member of the Committee or the Governance Advisor shall be entitled to attend meetings of the Committee except at the invitation of the Committee. Such invitation shall be extended normally to:
 - Vice Principal – Quality, Curriculum and Learners
 - Vice Principal – Finance, Resources and Regional Affairs
 - Vice Principal – People, Organisational Development and Engagement

5. Terms of Reference

- I. The Corporation has delegated its responsibilities for the Conduct of Petroc College to the Curriculum and Quality Committee as follows:
 - Oversee curriculum strategy, performance and impact
 - Review compliance and effectiveness of policies and procedures regarding equality and diversity and safeguarding.
 - To monitor and review student progression rates, including internal progression, to higher education and employment in order to prepare learners for further study or employment

Document Name: Curriculum and Quality Committee ToR	Policy No:n/a
Approved Date: March 2022	Review Date: March 2023
Approved by: Full Governing Body	EqIA Completed:
Author: Governance Advisor	Monitoring & Evaluation: Curriculum and Quality Committee

- Review end of year predictions and assess plans intended to address any identified issues
Monitor standards in teaching and learning and assess plans to continually improve all aspects
- Consider curriculum design and development and any compliance matters, e.g. Study Programmes
- Maintain overview of requirements of The Education Inspection Framework
- To monitor progress by the College towards its mission, which is to shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.
- Review compliance and effectiveness of policies and procedures regarding equality and diversity and safeguarding
- To participate in the development of and challenge the College’s self-assessment report and quality improvement plan and, once satisfied, recommend to the Board for approval. Then to monitor progress against targets through the year
- To review quality and standards targets and adopt targets that will move the College towards the achievement of its strategic plan.
- Monitor in-year performance via KPIs, such as retention and attendance for learners and sickness and turnover for staff and assess actions to improve if necessary
- To approve the range and methodology of surveys used to capture appropriate feedback to move the College towards its mission.
- To ensure that the College has an appropriate and effective People Strategy and monitor the headline data to identify any concerns relation to human resources.
- To review and approve policies relating to human resources on behalf of the Board and monitor that appropriate procedures exist to comply with policies relating to human resources

6. Minutes

- I. Draft minutes will normally be considered, amended if necessary, and then approved, at the following meeting of the Committee

Document Name: Curriculum and Quality Committee ToR	Policy No:n/a
Approved Date: March 2022	Review Date: March 2023
Approved by: Full Governing Body	EqIA Completed:
Author: Governance Advisor	Monitoring & Evaluation: Curriculum and Quality Committee

7. Report of Meetings

- I. The Clerk, in consultation with the Principal and CEO the Chair and Vice Principal Quality, Curriculum and learners, shall prepare a report of all meetings of the Committee, including any resolutions passed by the Committee, and this report will be presented by the Chair of the Committee to the next following meeting of the Corporation Board.

Document Name: Curriculum and Quality Committee ToR	Policy No:n/a
Approved Date: March 2022	Review Date: March 2023
Approved by: Full Governing Body	EqIA Completed:
Author: Governance Advisor	Monitoring & Evaluation: Curriculum and Quality Committee