



Curriculum and Quality Committee Terms of Reference

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 integrally 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 of a minimum of 3 and a maximum of 5 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 function as Clerk to the Committee and shall keep appropriate records of its proceedings.

2. In Attendance

- I. The Deputy Principal, Education 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.

4. Mode of Operation

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- I. The Committee shall meet three times each year at least once per term 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. 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:
 - Deputy Principal – Education and Learners
 - Vice Principal – Finance, Resources and Regional Affairs
 - Vice Principal – People, Organisational Development and Engagement

5. Duties

- I. The Curriculum and Quality committee holds responsibility, on behalf of the Board, to consider and advise the Board on issues of curriculum, teaching and learning, quality and standards in the College and other matters delegated to it by the Board.
 - Monitoring and advising the Board on the effectiveness of the College’s arrangements for quality and standards.
 - Considering and recommending the College’s Quality of Education Strategy to the Board.
 - Approving the College Self-Assessment Review (SAR) and Quality Improvement Plan (QIP) and recommending it to the Board and monitoring the progress and implementation of improvement plans.

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- Considering and approving any student union constitution
- Agreeing and monitoring progress against the College’s targets for academic performance and national benchmarks, including attendance, retention, achievement, destinations, and progress of learners through agreed key performance indicators.
- Considering and monitoring summary information on academic staff development and performance management
- Considering summary information on student and stakeholder surveys and feedback and monitoring any action plan.
- Considering, and advising the Board, where appropriate, on any new or updated policies or strategies affecting learning, teaching, curriculum, quality, and standards.
- Reviewing the range and responsiveness of the College’s curriculum offer to ensure that it is appropriate and meets the needs of learners, employers, and the local community.
- Scrutinising the performance of diverse groups of learners to ensure equality of outcomes for all groups.
- Receiving and considering reports on careers information and guidance provided to students and approving related policies.
- Receiving and considering reports on quality and standards of HE in the College.
- Considering and recommending the HE Strategy to the Board.
- Considering and recommending the College’s Access and Participation Plan to the Board.
- Considering and monitoring performance and action plans relating to the College’s validating body for HE
- Reviewing the College’s policies relating to Safeguarding Children and Vulnerable Adults and Prevent for recommendation to the Board and monitoring the effectiveness of the College’s arrangements for safeguarding, including receiving an annual report thereon.
- Considering and reviewing risks relating to the work of the Committee and monitoring any action plans.
- To consider any other specific issues referred to the Committee by the Board.

6. Minutes

- I. Draft Minutes of all meetings of the Committee shall be prepared by the Governance Advisor in consultation with the Principal and CEO and Chair of the Committee and circulated as soon as practicable after the meeting to all members of the Committee.
- II. Draft minutes will normally be considered, amended if necessary, and then approved, at the following meeting of the Committee.

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7. Report of Meetings

- I. The Chair of the Committee in consultation with the Governance Advisor, shall prepare an update of the committee meeting, including any resolutions and recommendations passed by the Committee, and this report will be presented by the Chair of the Committee to the next meeting of the Full Board.

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