

Curriculum & Quality Committee Terms of Reference

1. Constitution

- 1.1 The Curriculum & Quality Committee has approved and adopted these terms of reference.

2. Objectives

- 2.1 The Curriculum & Quality Committee will review and make recommendations with regard to issues relating to the curriculum, standards, quality assurance, safeguarding, student engagement and any matters directly relating to students' services.

3. Membership

- 3.1 The Committee shall be appointed by the Corporation and consist of at least six members, including the CEO/Principal, Staff Governors and Student Governors.
- 3.2 The quorum shall be three members.
- 3.3 The Chair shall be appointed by the Corporation on an annual basis.
- 3.4 The HE Lead Governor shall be a member of the Committee.

4. Attendance at Meetings

- 4.1 Other Corporation members shall have a right of attendance.
- 4.2 The Committee may invite members of staff and other persons to attend where it would assist their work. Such persons shall be entitled to speak but not to vote at the meeting.
- 4.3 The Head of Governance shall be clerk to the Committee.

5. Frequency of Meetings

- 5.1 Meetings shall be held not less than three times per year.

6. Authority

- 6.1 The Committee is authorised by the Corporation to investigate any activity within its terms of reference.
- 6.2 The Committee is authorised to seek any information it requires from any employee or student of the College. Corporation members and College staff are required to co-operate with any reasonable request made by the Committee.
- 6.3 The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

7. Duties

- 7.1 To receive and review key quality data, including but not limited to:
 - Enrolment
 - Retention

- Attendance
 - Progress
 - Outcomes
 - Destinations.
- 7.2 To monitor the students' teaching and learning experience, their progress, achievements and outcomes, taking into account the Student Voice.
- 7.3 To consider the College's curriculum provision and plans for its development.
- 7.4 To oversee the skills agenda for the College, ensuring that the College contributes to meeting local skills needs and the priorities identified in the LSIP.
- 7.5 The active promotion of equality, diversity and inclusion, the tackling of bullying and discrimination, and the narrowing of the achievement gap.
- 7.6 To ensure the safeguarding of all students, including preventing the radicalisation of young people and providing a safe and inclusive environment for all, by ensuring arrangements are in place to monitor and implement regulatory changes and developments in safeguarding and by regularly reviewing the effectiveness of these safeguarding arrangements.
- 7.7 To receive the Safeguarding Policy and recommend to the Corporation for approval on an annual basis.
- 7.8 To monitor the quality assurance and safeguarding arrangements of the College's nursery provision (Nestots).
- 7.9 To recommend the annual Self-Assessment Report (SAR) to Corporation for approval.
- 7.10 To monitor the Quality Improvement Plan (QIP).
- 7.11 To review matters specifically relating to HE provision, including, but not limited to, the following areas:
- Quality Assurance Framework
 - Student Outcomes/Achievement Data
 - Student Feedback including National Student Survey
 - Curriculum Development and Initiatives
 - Monitor the HE Strategy Progression Plan
 - Monitor Access & Participation progress
 - To receive the TEF Award Submission
 - To receive reports and minutes from HE Board and TL Group meetings.
- 7.12 To receive regular updates on complaints, compliments and other feedback from stakeholders.
- 7.13 To monitor the outcomes and action plans emerging from any formal external inspection process.

8. Reporting Procedures

- 8.1 The minutes of each Committee meeting, and any recommendations of the Committee shall be reported to the next meeting of the Corporation.

Last reviewed and approved: 5th June 2024

Date of Next Review: June 2025