



**CURRICULUM &
QUALITY COMMITTEE**

TERMS OF REFERENCE

Reviewed by CQC 7 June 2023
Approved by the Corporation 7 July 2023

CURRICULUM AND QUALITY COMMITTEE

1. CONSTITUTION

The Corporation hereby resolves to adopt the following terms of reference for the Curriculum and Quality Committee.

2. OBJECTIVE

The Committee shall review and make recommendations with regard to issues relating to the curriculum, standards, quality assurance and accredited college issues, and any matters directly relating to students' services.

3. MEMBERSHIP

3.1 The Committee shall be appointed by the Corporation and consist of:

3.1.1 At least six Corporation Members, including the Principal and the Academic Staff Governor; and

3.1.2 The elected FE and HE Student Members of the Corporation or his/her nominated Representative(s).

3.2 A quorum shall be three members.

3.3 The Chair of the Committee shall be appointed by the Corporation.

4. ATTENDANCE AT MEETINGS

4.1 Other Corporation Members shall have right of attendance.

4.2 The Committee may invite members of staff and other persons to attend where it would help the work of the Committee. Such persons shall be entitled to speak but not to vote at the meeting.

4.3 The Governance Professional will be Clerk to the Committee.

5. FREQUENCY OF MEETINGS

Meetings shall be held not less than 3 times per year.

6. AUTHORITY

6.1 The Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee or student of the College and all members of the College community are directed to co-operate with any request made by the Committee.

- 6.2 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 provide scrutiny, review and challenge on matters listed below for all provision in the College.
- 7.2 The demonstration of an ambitious vision, high expectations for what all learners can achieve, and attainment of high standards in quality and performance;
- 7.3 Continuous improvement in teaching and learning through rigorous performance management and appropriate professional development;
- 7.4 To be aware of external bodies' expectations of good quality and how this can be evidenced;
- 7.5 The evaluation of the quality of the provision and the inclusivity of the student experience through robust self-assessment, taking account of users' views gathered formally through the Student Voice process and student surveys and informally at College events and pre-arranged visits, and the use of these findings to promote and develop capacity for sustainable improvement;
- 7.6 Successful planning and management of the curriculum and learning programmes to meet the needs and interests of learners, employers and the local and national community;
- 7.7 The active promotion of equality, diversity and inclusion, the tackling of bullying and discrimination, and the narrowing of the achievement gap;
- 7.8 To approve and review the progress of the College's Equality, Diversity and Inclusion Objectives;
- 7.8 Whether directly or via referral to the Corporation, 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 annually reviewing the effectiveness of these safeguarding arrangements;
- 7.9 Continual development of coherent provision for students that leads to further learning and/or employment, including high quality careers information, advice and guidance;
- 7.10 To ensure robust and appropriate procedures are policies are in place and to annually review and update key policies and procedures that impact on the above, including the Equality & Diversity Policy, the Safeguarding policy and the Curriculum Strategy.
- 7.11 To review the Self-Assessment Report (SAR) and recommend to Corporation for approval.

7.12 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.

8. REPORTING PROCEDURES

8.1 The recommendations of the Committee shall be reported to the next meeting of the Corporation.

8.2 The minutes of the Committee will be presented to the next subsequent meeting of the Corporation.