
Terms of Reference - Curriculum and Quality Committee

1 Composition

- 1.1 Up to thirteen members, of whom the majority must be Members of the Governing Body/Corporation (Board). Non-Members may be co-opted if considered desirable within the above constraints.
- 1.2 The Principal and Chief Executive (presently the Chief Executive and Acting Principal) shall be a member.
- 1.3 The Student Governor(s) shall be a member(s).
- 1.4 The Vice Principal of Curriculum and Quality shall normally be in attendance at meetings of the Committee. Members of the Strategic Leadership Team will be required to attend as directed and other staff will attend by invitation.
- 1.5 The Chair shall be a Member of the Board.

2 Membership

- 2.1 Membership of the Committee must include persons (whether a member of the Board or not) with relevant experience. Accordingly, membership may include persons who are not Governors who have been recommended by the Search & Governance Committee and approved by the Board (to be known as co-opted members).
- 2.2 In the event of the Chair of the Committee being unable to attend, a Chair for the meeting will be appointed from amongst the members present.

3 Terms of Reference

- 3.1 Assist in setting the strategic objectives for the College's curriculum and monitoring progress over time against them including recruitment in light of local, regional and national needs.
- 3.2 Recommend to the Board annual curriculum targets (KPIs) including achievement rates, progression and destination data.
- 3.3 Receive, consider and recommend to the Board the College's Annual Self-Assessment Report and Quality Improvement Plan.
- 3.4 Receive narrative updates in the form of "position statements" with appended data tables including forecasts to enable the in-year monitoring of KPIs.
- 3.5 Assist in driving the continuous improvement standards of curriculum leadership, teaching methods and assessment practices by scrutinising existing practice and considering further development
- 3.6 Receive and scrutinise all forms of learner and apprentice feedback whether it be via learning walks, focus groups or learner and apprentice surveys and making recommendations for further improvement
- 3.7 Commission and receive reports from time to time to inform the monitoring of curriculum and quality, including or example internal inspections of areas of learning and support services, employer and community engagement equality and diversity, learner and apprentice exclusions, complaints and safeguarding including Prevent recommending the considerations to the Board.
- 3.8 Ensure that the College's Quality Assurance procedures are reviewed to ensure that they remain fit for purpose and to consider and recommend for approval to the Board policies, strategies, policies and procedures as delegated to

its authority by the Board.

3.9 Provide summary narrative reports from the Curriculum & Quality Board Sub-Committee to the Board.

3.10 In discharging these duties to ensure that College remains compliant with all policies and procedures regarding equality of opportunity and diversity

4 Quorum

5 Members.

5 Meetings

5.1 The Committee shall meet at least once each term.

5.2 The Chair of the Committee shall have the authority to invite other persons (whether members of College staff, students, or not) to attend any meeting of the Group if deemed appropriate to the business.

5.3 Open to Members of the Corporation but public access not permitted.

6 Publication of Minutes

Minutes and papers shall be uploaded to the governance portal and be made available to the public upon request.

Reviewed and approved at the first committee meeting of the 2021-22 academic year