**QUALITY AND CURRICULUM COMMITTEE**
**TERMS OF REFERENCE**

| 1 | **Duties and Purpose** |
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| 1.1 | The Quality and Curriculum Committee is a Committee of the Corporation (referred to as Board) established under the terms of the Articles of Government. |
| 1.2 | The Quality and Curriculum Committee has responsibility, on behalf of the Board, to consider and advise the Board on issues of curriculum, teaching and learning, quality and standards, and student experience in the College and other matters delegated to it by the Board. |
| 1.3 | The purpose of the Committee is to ensure appropriate mechanisms are in place for effective oversight of the quality and inclusivity of the learning experience including curriculum strategies which show intent, implementation and impact. Review 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 and making recommendations on changes and developments. |
| 1.4 | The Committee also advises and supports the Board, where appropriate, on any new policies or strategies affecting learning, teaching, curriculum, quality and standards. Review and monitor strategies for engaging employers and other stakeholders to ensure the College remains responsive to local needs. In addition to scrutinising the performance of different groups of learners to ensure equality of outcomes for all groups. |
| 1.5 | To monitor the College's compliance with the Local Needs Duty and to receive assurance that curriculum provision responds effectively to local, regional and national skills priorities, including those identified through Local Skills Improvement Plans and the College Accountability Agreement. |
| 1.6 | The Committee will consider and review risks relating to the work of the Committee and monitoring any action plans. |
| 1.7 | The Committee has the authority to investigate any activity within its terms of reference and the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit. It may seek independent advice when required. |
| 1.8 | The Board must not add to these terms of reference responsibilities that require the Quality and Curriculum Committee to adopt an executive role, or its members to offer professional advice to the Board. |
| 1.9 | The Committee must not adopt an executive role. |

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| **2** | **Membership and Meetings** |
| 2.1 | The Committee shall consist of at least **three** members, the majority of whom shall be Independent Governors. |
| 2.2 | Persons who are not members of the Board but are deemed to have the skills required to enhance the work of the Committee may be appointed as a co-opted member of the Committee. |
| 2.3 | Terms of office of members of the Committee shall last until the expiry of their term of office as a Board member unless they have been appointed for a further term of office. |
| 2.4 | Co-opted members of the Committee will be appointed by the Board and will hold office for **2** years, after which they will be eligible for reappointment. |
| 2.5 | Non-members may be invited to attend meetings but will **not** have voting rights. |
| 2.6 | The Committee shall meet at least once a term virtually or in person. |
| 2.7 | Additional meetings may be called as necessary in agreement with the Chair. The Chair or any three members may call a meeting. |
| 2.8 | The Director of Governance shall act as Clerk to the Quality and Curriculum Committee. |
| 2.9 | Members may not vote by proxy. |
| **3** | **Appointment of Chair** |
| 3.1 | The Chair of the Committee will be selected and ratified by the Board, for a term not exceeding **2** years. |
| 3.2 | The retiring Committee Chair will be eligible for re-appointment (subject to their term of office). |
| 3.3 | In the absence of the Chair from a meeting, the Committee will appoint another member (other than the Principal/staff/co-opted) to act as Chair for that meeting. |
| **4** | **Responsibilities of the Committee**<br>**Reports and Monitor** |
| 4.1 | The Committee shall ensure that the College's processes to meet standards of teaching, learning and assessment are effective and that they meet the requirements of Ofsted and other regulatory agencies. This will include monitoring:<br>• College Self-Assessment Review and Quality Improvement Plan |

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| | • Quality assurance reports<br>• KPIs set by the College<br>• Learner survey outcomes and monitoring the student experience<br>• Outcomes of staff performance development review and teaching, learning and assessment review processes<br>• Arrangements for ensuring that the College meets the needs of different groups of learners and is identifying and addressing any gaps in progress and attainment between different groups, including learners with high needs<br>• Subcontracting arrangements to ensure their quality is equivalent to onsite provision. |
| 4.2 | The Committee shall receive and consider regular reports on:<br>• Careers information and guidance provided to students<br>• The performance and action plans relating to the College's validating body for HE<br>• Procedures and monitoring in respect of the Equality and Diversity and Inclusion (EDI) Policy<br>• Ensuring the effectiveness of the College's arrangements for safeguarding<br>• The raising of standards for all students by setting targets and agreeing key performance indicators, and monitoring progress, including against sector benchmark data, for attendance, retention, achievement, progression, and destinations. |
| 4.3 | The Committee shall receive assurance and monitor progress against the College Accountability Agreement, including delivery of local, regional and national skills priorities. |
| **5** | **Authority** |
| 5.1 | The Committee shall review and approve, on behalf of Governing Body, reports and returns to relevant regulatory bodies including:<br>• The annual Self-Assessment Report<br>• Higher Education reports and returns to the Office for Students (OfS), validating and degree awarding bodies<br>• Report to the Office of the Independent Adjudicator |
| 5.2 | The Committee shall review and approve the following on an annual basis<br>• The curriculum offer with reference to the Strategic Plan along with the associated targets for student recruitment<br>• Performance indicators to be used to assess performance in standards and curriculum<br>• Complaints report made under the Complaints and Compliments Policy on behalf of the Board<br>• Quality Improvement Plan (QIP) and / or Post Ofsted Inspection Action Plan<br>• The Equality and Diversity and Inclusion (EDI) Policy |
| 5.3 | The Committee shall annually review and recommend approval to the Board for the:<br>• College Self-Assessment Review and Quality Improvement Plan |

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| | • College's policies on Safeguarding Children and Vulnerable Adults and Prevent<br>• Safeguarding and Prevent reports<br>• College's Access and Participation Plan |
| **6** | **Reporting to the Board** |
| 6.1 | The minutes of each meeting of the Quality and Curriculum Committee shall be presented to the next ordinary meeting of the Board. |
| 6.2 | Any recommendations made by the Committee will appear as separate items on the agenda for the next ordinary meeting of the Board. |
| 6.3 | The Chair shall provide a summary report at the subsequent Board meeting. |
| **7** | **Review and Approval** |
| 7.1 | The terms of reference of the Quality and Curriculum Committee will be reviewed on an annual basis and recommendations made to the Board as appropriate. |
| **8** | **Other Matters** |
| 8.1 | The Committee shall:<br>• Monitor and/or approve the policies and/or strategies as detailed in the Scheme of Delegation<br>• Ensure that new and existing members receive appropriate training in all aspects of the committee's responsibilities<br>• Conduct an annual review of the committee's effectiveness against its Terms of Reference<br>• Maintain and operate an annual reporting cycle which covers all key matters as per the Committee's Terms of Reference. |