

# CURRICULUM AND QUALITY COMMITTEE



## TERMS OF REFERENCE – APPROVED BY THE BOARD 30 October 2023

### 1. PURPOSE

To advise the Governing Body and provide it with assurance on the relevance and quality of the College's educational provision at all levels including:

- a) the curriculum offered;
- b) the quality of provision;
- c) standards of learning, teaching and assessment;
- d) outcomes for students;
- e) student experience;
- f) student voice and customer feedback; and
- g) inspection and regulation.

### 2. RESPONSIBILITIES

#### a) Curriculum

- Keep under review the learning needs of the communities that the College serves
- Establish and keep under review a college-wide curriculum strategy, making proposals for change as necessary
- Monitor the implementation of the strategy through the annual curriculum planning process and by receiving reports on curriculum delivery
- Review and approve the draft Accountability Statement (with amendments if necessary) and recommend its approval to the Board

#### b) Quality

- Ensure that robust and effective quality assurance and enhancement systems are in place across the College to support a culture of continuous improvement
- Consider annually a draft self-assessment report (SAR) covering all aspects of further education (FE) and an Annual Quality Review (AQR) covering higher education (HE) and draft FE and HE quality enhancement plans (QEPs) and make recommendations to the Board
- Monitor progress in the delivery of the approved QEPs
- Consider and recommend to the Board key performance indicators against which the College's performance in creating learning opportunities, delivering an outstanding learning experience and ensuring outstanding outcomes for students may be judged

#### c) Learning, teaching and assessment

- Receive and consider reports on the quality of learning, teaching and assessment across the College, including where appropriate external validation of the judgements made

**d) Outcomes**

- Receive and consider reports on outcomes for students, including attendance, retention, progress towards course objectives, achievement rates, progression to employment or further study and destinations reached
- Ensure that wherever possible data on student outcomes are appropriately benchmarked against KPI targets, historic trends and data from other providers of comparable services
- Ensure that any differences between the outcomes for students generally and those for students with protected characteristics are analysed and appropriate action taken

**e) Student experience**

- Ensure that both the curriculum and the learning environment reflect the College's commitment to equality, diversity and inclusion and provide a safe, enjoyable and challenging learning experience for all students
- Establish and keep under review student admission, engagement and disciplinary policies as well as complaints policies that ensure that concerns of students and other stakeholders about the services provided by the College are heard and addressed
- Ensure that learning resources and learning spaces meet the needs of all students and support the College's aim of being fully inclusive and attracting as broad a range of students as possible

**f) Student voice and customer feedback**

- Keep under review the arrangements for student engagement and representation to ensure that student voice is heard in all relevant settings and has an impact on all aspects of the College's provision, making proposals for change as necessary
- Consider all feedback from students and other stakeholders, including responses to surveys, and ensure that appropriate action is taken in response

**g) Inspection and regulation**

- Keep abreast of developments in the Ofsted inspection regime and the requirements of the Office for Students (OfS) as the regulator of higher education and ensure that staff and governors are ready at any time to present an account of the College's work that addresses Ofsted inspection criteria and/or the regulatory expectations of the OfS.

**3. MEMBERSHIP**

- a) The membership of the Committee shall comprise at least six and not more than eight members of the Governing Body to include the Principal, one Staff Governor and two Student Governors.

- b) The Governing Body may appoint additional members with specific experience as it thinks appropriate. Additional members need not be members of the Governing Body.
- c) No meeting of the Committee will be quorate unless:
  - i. at least three members are present;
  - ii. at least 40 per cent of members are present; and
  - iii. members of the Governing Body constitute a majority of the members present.

#### **4. OFFICERS OF THE COMMITTEE**

- a) The Committee shall elect as its Chair an external governor who is a member of the Committee.
- b) The Clerk to the Governing Body shall be Clerk to the Committee.

#### **5. ATTENDANCE AT MEETINGS**

The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.

#### **6. FREQUENCY OF MEETINGS**

The committee will normally meet three times a year.

