QUALITY AND STANDARDS COMMITTEE
Terms of Reference
Approved by Q&S Committee 19 June 2019 and Corporation 9 July 2019

Authority: The Quality and Standards Committee is established in accordance with Article 4.1 of the Articles of Government. The Committee's Terms of Reference operate in accordance with the Corporation's Standing Orders.

1. MEMBERSHIP AND OPERATION

1.1 The Committee shall comprise a maximum of **8** Corporation members, including the Corporation Chair, Vice Chair and Principal as ex-officio members.

1.2 In addition, Committee membership may include up to **2** co-opted, non-Corporation members with relevant experience and expertise, who have been appointed by the Corporation on the recommendation of the Search Committee.

1.3 The Committee Chair shall be a Corporation member who is appointed by the Corporation on the recommendation of the Search Committee.

1.4 The quorum for Committee meetings shall be **3** Committee members, at least **2** of whom shall be Corporation members.

1.5 The Clerk to the Corporation shall act as Clerk to the Committee.

1.6 The Committee shall meet at least 5 times a year.

1.7 The Deputy Principal, Curriculum and Quality, shall attend all Committee meetings. Other members of the College's Senior Management Team and other College Staff are expected to attend Committee meetings when matters relevant to their areas of responsibility are to be discussed.

2. FUNCTIONS

2.1 To **advise** the Corporation under Article 3.b for quality and strategic responsibility, including the quality of education and other services provided both within the College and through its partnership arrangements with other organisations, in respect of Further Education, Higher Education, Adult Skills and Apprenticeships.

2.2 To **advise** the Corporation on the range, adequacy and effectiveness of the curriculum offer.

2.3 To **monitor** the academic performance of the College, including:

Quantitative Measures inc.

- Retention and Withdrawals
- Achievement Rates
- Success Rates
- Value Added
- Destinations/Progression
- Conversion data
- Benchmarking and performance indicator data

Qualitative Measures inc.

- Feedback surveys:
  - Learner
  - Staff
  - Employer
- Ofsted/Care Standards
- Peer Review
- Consultants
- Quality Reviews
- Observation of Teaching and Learning

2.4 To **consider and recommend** to the Corporation targets for academic performance.

2.5 To **monitor and advise** the Corporation on the College's arrangements for self-assessment, including the Self-Assessment Report (SAR) and Annual Quality Improvement Action Plan, cross-referencing where appropriate with the self-assessment work of the Corporation and its other Committees.

2.6 To **monitor** the work of the College's Management Team via Performance Review.

2.7 To **ensure** that curriculum considerations are fully taken into account in the budget-setting process.

2.8 To **monitor** the college's progress with improving marketing intelligence and understanding of current and potential customers.

2.9 To **monitor** HR performance, staff development and CPD

2.10 To **monitor** regular reports on Complaints and Compliments, and the arrangements for dealing with them, including the **approval** of the Complaints Policy.

2.11 To **monitor** the attainment of all external quality and charter mark awards.

2.12 To **discuss** key curriculum changes and to **receive** updates on implementation of key curriculum developments.

3. REPORTING PROCEDURES

3.1 The minutes of each Committee meeting shall be circulated to all Corporation members for information.

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