



QUALITY AND CURRICULUM COMMITTEE

TERMS OF REFERENCE

The committee will be responsible for leading and advising the Corporation on all strategic matters relating to college quality assurance, curriculum, progression and safeguarding. Specifically, responsibilities of the Committee is to:

1. Approve, oversee and monitor the implementation of College Quality Assurance Policies and related processes to protect and improve the quality for the learner, including the quality of teaching, learning and assessment.
2. Review the results of college quality assurance processes.
3. Monitor, review and advise the Corporation on all matters related to the curriculum including annual targets for all key performance indicators, progression and employment.
4. Advise the Corporation on the College self-assessment report (SAR) and Quality Improvement Plan (QIP) and other associated action and development plans, including periodic review of the self-assessment and development plan process.
5. Ensure that the College responds effectively to the requirements of the relevant education inspection framework and regulatory bodies.
6. Provide guidance to the Senior Team on changes to the curriculum and wider provision at a strategic level, including the shaping of the curriculum to meet students' needs in the context of local and national skills priorities.
7. Provide advice and oversee changes to safeguarding provision at a strategic level.
8. Monitor and evaluate the application and implementation of policies and procedures relevant to the Terms of Reference of the Committee.
9. Have oversight of matters relating to equality, diversity and inclusion (EDI) in the curriculum and to ensure it relates to the needs of the current and future learners and the wider community.
10. Ensure the College meets the requirements of the Special Educational Needs and Disabilities Act in relation to learners with disabilities and/or difficulties.
11. Provide oversight of and advise the Corporation on matters related to student progression at all levels of study.
12. Receive reports on Students' Union activities from the Students' Union Committee.

MEMBERSHIP: Seven + Governors

Additional Members may be co-opted to enhance the mix of skills and expertise on the Committee who will not have a mandate to vote.

At the Corporation meeting on 11 March 2010, it was agreed that either the Chair or the Vice Chair of the Corporation ex officio be a Member of the Employment and Personnel Committee with the option that either Member can attend the meeting.*

QUORUM: Four Members of the Committee provided they are not co-opted Members



ELECTION OF CHAIR AND VICE CHAIR

The Chair and the Vice Chair will be elected annually at the first meeting of the Autumn Term from Members of the Corporation on the Committee excluding co-opted Members of the Committee.

MEETINGS

The Committee will meet at least once each term. Additional meetings will be called by the Chair of the Committee.

In attendance:

Clerk to the Corporation

Staff and College Advisers as appropriate

Access to Meetings by Members of the Public

Requests for Attendance by the Public at Corporation and Committee meetings must be submitted to the Chair, or in his absence the Vice Chair, at a minimum of 4 working days prior to the date of the meeting. The attendance of such personnel shall be at the discretion of the Chair or Vice Chair as appropriate.