

Terms of Reference, Membership and Delegated Authority

Quality, Learning and Standards Committee

The Committee will oversee, on behalf of the Corporation the processes of ensuring quality, curriculum planning and equality issues, ensuring that the college's activities in these areas conform to the educational character and mission of the College, as agreed by the Corporation.

Curriculum and Quality Responsibilities

1. To review the College experience of students at all stages of the learner journey, from pre-entry to exit.
2. To review, monitor and recommend the College Quality Improvement Action Plan for approval by the Corporation.
3. To monitor teaching & learning, enrolments, retention, achievement, success rates and destinations annually, benchmarking results against national averages where these are available.
4. To validate and recommend the College's Self Assessment report to the Corporation.
5. To scrutinise performance against improvement targets, assessing progress against the College's Quality Improvement Plan.
6. To monitor curriculum development and innovation within the College.
7. To review, monitor and approve the College's Local Engagement Strategy.
8. To review, monitor and recommend the College's Learning Systems and Resources Strategy to the Corporation.
9. To review and monitor the College's Single Equality Scheme and action plan.

Board Assurance & Risk

1. To provide a termly opinion to the Audit Committee on risk areas and assurance levels allocated to the committee.

Proposed Delegated Authority

Authority to be delegated by the Governing Body when resolved to be required.

Proposed Membership

The Committee to consist of 9 nominated members, of whom one will be the Group Principal / CEO. Other senior management staff may not be members of the Committee but Members of the Group Leadership Team responsible for delivery of the key areas of responsibility as detailed in this document will attend all meetings of the committee and other senior managers may be invited to attend meetings as required.

Chair

The Committee members shall annually elect a Chair and Vice-chair at the first meeting of the academic year.

Procedural Rules

The procedural rules will be those which govern the proceedings of the Corporation.

Quorum

A quorum of the Committee shall be three members.

Clerk

The Head of Governance shall act as Clerk to the Committee.

Reporting Responsibilities

The Chair of the Committee shall report formally to the Corporation on the proceedings of the Committee after each meeting on all matters within its duties and responsibilities.

The Committee shall provide a termly opinion to the Audit Committee on risk areas and assurance levels allocated to the committee.

Revised November 2018

Approved by the Corporation 11 December 2018

Next review November 2018

PLANNED BUSINESS

As agreed by the Committee June 2017

<u>Quality Learning and Standards</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Governance			
Apologies & Declarations of Interest	*	*	*
Election of Chair & Vice-Chair	*		
Minutes & Matters Arising	*	*	*
Terms of Reference, Authority & Membership	*		
Planned Business for Year	*		
Other Governance Issues	*	*	*
Link Governor Reports	*	*	*
Learner Experience			
Learner Voice reports and action plans	*	*	*
Annual Safeguarding Report			*
Standards			
Approve and recommend Quality Strategy	*		
Self-Assessment validation and approval	*		
Scrutiny of performance against targets and national averages	*	*	*
Quality Improvement Plan monitoring	*	*	*
Curriculum Development			
Curriculum Development and Innovation		*	*
Approve and recommend Employer Engagement Strategy		*	*
Approve and recommend Learning Systems and Resources Strategy		*	*
Equalities			
Approve and recommend Equalities Policy			*