

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 monitor the implementation of the Digital Transformation Strategy
8. To review, monitor and approve the College's Local Engagement Strategy.
9. To review and monitor the College's engagement with employers
10. To review, monitor and recommend the College's Learning Systems and Resources Strategy to the Corporation.
11. To review and monitor the College's Single Equality Scheme and action plan.
12. In accordance with government guidance in relation to Covid-19, to review and monitor the College Re-Opening Strategy and consider any required adjustments and/or circumstances that may have arisen in relation to but not limited to:
 - Enrolment/learner numbers
 - Vulnerable learners & SEND learners
 - Online provision

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.

Frequency of Meetings

The committee shall meet as required with at least one meeting per term.

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.

PLANNED BUSINESS

<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	*	*	*
Strategic Ambition Growth			
Update reports	*	*	*
Strategic Ambition – Digital Transformation			
Update reports	*	*	*
Strategic Ambition Partnerships			
Partnership progress update	*	*	*
Employer Engagement update	*	*	*
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		*	*
Learner Experience			
Learner Voice reports and action plans	*	*	*