

# MORLEY COLLEGE LONDON



## QUALITY AND STANDARDS COMMITTEE

### TERMS OF REFERENCE – APPROVED BY THE BOARD 16 JULY 2018

#### 1. PURPOSE

The purpose of the Committee is to advise the Governing Body and provide it with assurance on the quality of learning, teaching and assessment, with particular reference to standards, outcomes for learners (learning gain), curriculum offer, inclusion and the enhancement of the Morley student experience.

The Committee will receive and consider reports on behalf of the Governing Body and make recommendations to the Governing Body. In the case of any delegated decision-making, the Committee will report such decisions to the Governing Body.

The Committee will at all times give due regard to:

- ensuring inspirational learning, teaching and assessment, supported by prompt, high quality feedback;
- equality of opportunity and promotion of diversity;
- external benchmark standards relevant to quality and student achievement;
- the student voice and student engagement;
- employability attributes, where appropriate.

The Committee will achieve its purpose by:

- a) providing strategic oversight on behalf of the Governing Body on the development of the College's programmes of study, courses and community-based learning activities,
- b) ensuring that the College has robust and effective quality assurance and enhancement systems in place to support a culture of continuous improvement and to monitor, year on year, the standards of achievement of its students,
- c) monitoring the performance management of staff in the delivery of learning, teaching and assessment to ensure the best possible Morley student experience, including the giving of high quality feedback to learners,
- d) fostering and encouraging the effective use of technology in learning, teaching and assessment,
- e) providing assurance to the Governing Body on how students are being engaged and what impact their voice is having,
- f) providing strategic oversight of the College's approach towards readiness for curriculum aspects of inspection, and
- g) monitoring the implementation of the College's Equality and Diversity Policy

## 2. RESPONSIBILITIES

- a) Key Performance Indicators
  - i. Consider proposals and recommend to the Governing Body a set of annual targets and key performance indicators (KPIs) that include curricular outturns, outcomes from learning, teaching and assessment, the student experience, staff performance and stakeholder opinions.
  - ii. Review reports on the quality of curricular outturns, including trend data on class cancellations, dropout rates of learners.
  - iii. Scrutinise termly monitoring reports against KPIs related to quality and standards, making due reference to external benchmarks where available and to include more detailed KPIs than the headline KPIs reported to the Governing Body.
  - iv. Review annually the outturn against quality and standards KPIs.
  
- b) Development of the Curriculum , Partnerships and Community Engagement
  - i. Consider the quality outcomes from the annual Curriculum Review.
  - ii. Receive proposals for the strategic development of the curriculum, supported by appropriate evidence, including demographic and competitor analysis.
  
- c) Key sector developments
  - i. Receive reports advising on key sector development (such as Skills Funding Agency policy and funding changes, Quality Assurance Agency for Higher Education changes in Access regulation).
  
- d) College Self-Assessment Report and Quality Enhancement Plan
  - i. Receive reports annually on the proposed timetable and plan for the College-Assessment Report (SAR).
  - ii. Monitor in-year progress on implementation of Quality Enhancement Plans, with particular attention to those aspects which have a direct impact on the quality of learning, teaching and assessment, standards, outcomes for learners, continuous improvement and Equality and Diversity.
  - iii. To review, promote and ensure dissemination of good practice in the effective use of technology in learning teaching and assessment.
  - iv. Provide strategic overview to the Governing Body on the curriculum-based issues on the College's Annual Self-Assessment Report prior to final approval by the Governing Body.
  
- e) Morley Student Experience
  - i. Monitor reports on the outcomes of the student satisfaction and engagement surveys and any subsequent actions taken to enhance the learning experience of students.
  - ii. Receive regular reports on the quality of learning resources, to include IT and library resources and learning spaces.
  - iii. Receive termly reports on student comments and complaints.
  
- f) Learning, Teaching and Assessment and Performance Management
  - i. Review termly data on learning, teaching and assessment activity, supported by additional qualitative reports as required.

- ii. Consider regular reports on the quality of learning, teaching and assessment, as judged by internal observation procedures and to review the effectiveness of performance management systems, including external validation of the College observation processes. Also to receive reports on the effectiveness of support staff in contributing to the student experience.
  - iii. Receive detailed annual reports on achievement of students entered for national and professional examinations, including GCSE and Access. Also to receive summary progress reports on the learning outcomes of other learners following both accredited and non-accredited College courses.
- g) Equality and Diversity
- i. Receive for periodic review and scrutiny, the College's Equality and Diversity policy and make recommendations to the Governing Body on any changes that might be necessary to ensure inclusion and best practice in all aspects of learning, teaching and assessment and to provide the best possible learning experience for all Morley students. Issues may be considered by the Quality & Standards Committee in relation to learning teaching assessments with any recommendations for future action referred to the Audit Committee.
  - ii. Receive termly reports on the implication of and progress against agreed Equality and Diversity impact measures and assessment, and equality targets.
- h) OFSTED
- i. Receive regular briefings on any updates to the Ofsted Common Inspection Framework and ensure that all members of the Committee have a working knowledge of the principles of inspection and regulation.
  - ii. Keep under review the principal criteria of the Common Inspection Framework and consider reports from the SMT on its implications for any action that may necessary on the part of the College and Governing Body.
- i) Higher Education
- i. Monitor the design and delivery of programmes of Higher Education (HE) in accordance with the UK Quality Code.
  - ii. Receive, consider, amend as necessary and recommend to the Board for approval an annual self-assessment of the quality of HE provision.
  - iii. Monitor the implementation of the HE Quality Enhancement Plan.

### **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 one Student Governor.
- b) The Governing Body may appoint additional members with specific experience as it thinks appropriate.

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

- a) An External Member with appropriate expertise shall chair 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. This will normally include the relevant senior managers.

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

The committee will normally meet at least three times a year