



QUALITY AND STANDARDS COMMITTEE

TERMS OF REFERENCE – APPROVED 19 JULY 2021

1. PURPOSE

To advise the Governing Body and provide it with assurance on the relevance and quality of the College's educational provision including:

- (a) the curriculum offered;
- (b) the quality of delivery;
- (c) standards of learning, teaching and assessment;
- (d) outcomes for students;
- (e) student engagement and student voice;
- (f) student and stakeholder experience; and
- (g) arrangements to advance equality, diversity and inclusion.

2. RESPONSIBILITIES

(a) Curriculum

- Establish and keep under review a college-wide curriculum strategy, making proposals for change as necessary
- Monitor the implementation of the strategy through the annual curriculum planning process and by receiving reports on curriculum delivery

(b) Quality

- Ensure that robust and effective quality assurance and enhancement systems are in place across the College to support a culture of continuous improvement
- Consider annually a draft self-assessment report (SAR) and quality enhancement plan (QEP) covering all curriculum areas and make recommendations to the Board
- Monitor progress in the delivery of the approved QEP

(c) Learning, teaching and assessment

- Receive and consider reports on the quality of learning, teaching and assessment across the College, whether delivered face-to-face or by digital means, including where appropriate external validation of the judgements made, and make recommendations to the Board

(d) Outcomes

- Receive and consider reports on outcomes for students, including progress towards course objectives, achievement rates, progression to employment or further study and destinations reached, and make recommendations to the Board

- Ensure that wherever possible data on student outcomes are appropriately benchmarked against KPI targets, historic trends and data from other providers of comparable services

(e) Student engagement and voice

- Keep under review the arrangements for student engagement and representation to ensure that student voice is heard in all relevant settings and has an impact on all aspects of the College's provision, making proposals for change as necessary

(f) Student and stakeholder experience

- Establish and keep under review student admission, engagement and disciplinary policies as well as a complaints policy that ensures that concerns of students and other stakeholders about the services provided by the College are heard and addressed
- Consider all feedback from students and other stakeholders, including responses to surveys, and ensure that appropriate action is taken in response
- Ensure that learning resources and learning spaces meet the needs of all students and support the College's aim of being fully inclusive and attracting as broad a range of students as possible
- Monitoring student attendance and retention

(g) Equality, diversity and inclusion

- Establish and keep under review a policy to take forward the College's commitment to equality, diversity and inclusion (ED&I) in all areas of its work
- Propose for the approval of the Board an annual action plan to advance ED&I and monitor its implementation
- Ensure that any differences between the outcomes for students generally and those for students with protected characteristics are analysed and appropriate action taken

(h) Inspection

- Keep abreast of developments in the inspection regimes of Ofsted and the Quality Assurance Agency for Higher Education (QAA) and ensure that staff and governors are ready at any time to present an account of the College's work that addresses inspection criteria

(i) Higher Education

- Ensure that suitably-adapted systems are in place to discharge the above responsibilities in relation to programmes of higher education (HE), taking account of the different requirements of HE students and of the Office for Students as regulator of HE provision

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) The Committee shall elect as its Chair an external governor who is a member of 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