

Curriculum and Quality Committee

Terms of Reference

1. Membership

- 1.1 The Committee will be appointed by the Governing Body, as far as possible, from governors with the appropriate skills and experience to discharge the specific functions of remit for which the committee has been convened.
- 1.2 The Committee will comprise of between 6 and 9 members of the Governing Body, including the Principal.
- 1.3 The Chair of the Committee will be appointed annually by the Committee at its first meeting of the academic year.
- 1.4 The Committee quorum will be 4 members.

2. Attendance

- 2.1 The Deputy Principal and Vice Principal will attend all meetings as advisors to the Committee.
- 2.2 The Committee may invite staff members, advisors or other third parties to attend a committee meeting. Such persons will not have a vote but will be entitled to speak at the meeting at the invitation of the Committee Chair.
- 2.3 Staff governors will withdraw at the request of the Chair when any matter is discussed in which they have a material interest.
- 2.4 The Clerk to the Corporation will ask as Clerk to the Committee.

3. Committee Objectives

- 3.1 To consider and contribute to planning associated with major strategic curriculum issues.
- 3.2 To consider the achievement of strategic objectives in relation to teaching, learning and student engagement, including:
 - Enrolment trends
 - Retention and achievement targets
 - Progression
 - Examination results and outcomes
 - Destinations
 - Growth strategy and targets

4. Terms of reference

- 4.1 To review reports of inspections and other quality assessments and to obtain assurance that appropriate action is being taken where there are issues of concern.
- 4.2 To consider outcomes of student surveys and student focus groups.
- 4.3 To receive reports on Government or other national initiatives related to curriculum, quality and student engagement and consider the College's strategies/responses.
- 4.4 To engage in and review the College's self-assessment arrangement and to approve self-assessment procedures for governance.
- 4.5 To ensure regular and rigorous assessment of educational performance which identifies strengths and weaknesses, informs strategic planning and leads to continued improvement.
- 4.6 To undertake a validation role in the self-assessment process.
- 4.7 To review the outcome of lesson observations and strategies to improve the quality of teaching and learning and to address with College managers areas of the College where performance is unsatisfactory.
- 4.8 To consider the effectiveness of the College's Mission and the standards of service that can be expected by students and other users of College services.
- 4.9 To consider any other specific issues referred by the Governing Body and report their findings and recommendations back to the Corporation.

5. Reporting procedures

- 5.1 The Clerk to the Corporation will keep full minutes of the meetings and will include them in the papers for the Governing Body meetings.
- 5.2 The Committee chairman will give verbal reports on the Committee's work at Corporation meetings.