

Terms of Reference

Curriculum, Quality and Standards Committee (CQSC)

Purpose

The Committee's primary purpose is to oversee and drive improvement in the quality of provision for learners and their outcomes, reporting to the Board accordingly.

Membership and Clerking

- The Committee will comprise no fewer than three Members;
- The Committee may additionally co-opt up to two Members with particular expertise in education – including Higher Education, training and skills or in employment sectors relevant to local and regional priorities;
- The Clerk to the Corporation shall be Clerk to the Committee;
- The work of the Committee will be a standing item on the Board Agenda to enable the Chair to provide a brief verbal update on the Committee's activities, as appropriate;
- Any substantive matter requiring the Board's attention will be notified in advance to ensure an appropriate amount of time is available to the Board for the consideration of that matter.
- A quorum shall be a minimum of two members and for a meeting to be quorate there must always be a majority of Independent Corporation members present.

Operation

- The Corporation shall appoint the Chair of the Quality and Standards Committee;
- Membership and Chairing of the Committee will be reviewed at least once every two years and approved by the Corporation;
- The Vice-Principal Transforming Teaching and Learning and the Vice Principal Transforming Equalities and Safeguarding will be invited to attend all meetings of the Committee;
- The Committee may also invite other senior student facing staff to attend as appropriate;
- The Committee will meet as required, but no fewer than three meetings, typically, once per term.

Terms of reference

1. The Committee will have particular regard to:
 - scrutiny of data on learners' progress, outcomes and destinations;
 - impact of strategies to improve teaching, learning and assessment;
 - monitoring of attendance, student discipline and behaviour;
 - the appropriateness of curriculum plans;
 - strategies and practice to ensure learners' personal development and welfare
2. The Committee will have oversight of quality processes and provide challenge on the effectiveness of strategies, policy and practice to improve quality and on actions taken to improve the standards of the College's academic performance.

3. The Committee will receive, monitor and review student feedback as appropriate.
4. The Committee will contribute through its scrutiny of: learner outcomes, the quality of teaching and learning and students' personal development, behaviour and welfare to the Self-assessment Report (SAR) process and will critically evaluate prior to submission to the Board
5. The Committee will consider reports on the implementation of external quality standards, for example, Matrix, liD and Awarding Body requirements.
6. The Committee will receive Internal Audit Reports and other reports within the internal assurance and risk management framework which pertain to matters within the Committee's purview.
7. The Committee will consider any matters referred to it by the Corporation and will keep the Corporation informed of its deliberations

Approved by the Barnfield FEC Board on 19th October 2017

Effective Governance:

*Provides challenge and holds the senior leadership and other senior managers to account for improving the quality of learning and the effectiveness of performance management systems;
Knows the College and understand its strengths and weaknesses through appropriate involvement in self-assessment;
Approves and monitors priorities that are focussed on improving teaching, learning and assessment.*