

QUALITY and STANDARDS COMMITTEE

Membership

Governor Members

Mr David Crawford– Chair
Professor Ron Ritchie- Vice Chair
The Principal
Mrs Rosamund Blomfield-Smith
Mr Chris Moody
Mr Charles Whitehouse
Staff Governor
Student Governor (FE)
Student Governor (HE)

Co-opted Member

Dr. Beri Hare

Staff Members

Vice Principal (FE)
Vice Principal (HE)

Representatives from other areas of the College to be invited to attend for consultation as the agenda dictate.

Quorum

The Chair or nominated representative
The Principal
2 Governors
Vice Principal (FE) and Vice Principal (HE) or nominated representatives
50% of remaining members

Terms of Reference

1. Objectives.

- 1.1. To advise the Corporation on the educational character of the College and, in particular, major curriculum changes and enhancements that affect the educational character of the College.
- 1.2. Challenge and hold the Principal and senior staff to account for improving the quality of learning, the effectiveness of performance management systems and maintaining high standards.
- 1.3. To ensure that there are in place procedures:-
 - For the continuous review of the curriculum offered by the College.

- For the analysis of market needs and post inspection reports and action plans.
 - The adjustment of the curriculum and its delivery to match and anticipate the needs of students, local employers and statutory regulations.
- 1.4. To raise standards by setting targets and agreeing key performance indicators and by other measures which the Committee determines, such as benchmarks, each year for: -
- Student retention.
 - Student success.
 - Distance travelled.
 - Student progression.
 - Teaching and learning
 - Graduate employment
- 1.5. To scrutinize the performance of different groups of learners and to ensure equality of outcomes for all groups.
- 1.6. To ensure that there is sufficiency of information about teaching, learning and assessment including lesson observation. To agree strategies and targets to enable improvements in teaching, learning and assessment and the whole learner experience by sharing good practice.
- 1.8. To undertake critical engagement through monitoring the performance of the College as shown in the annual Self-Assessment Report and similar HE assessments, and the action taken in response to the action plan therein or any post-inspection report and action plans, and to recommend for approval by the Corporation.
- 1.9. To consider summary reports from (external) teaching and learning observations, external examiners and verifiers and professional statutory regulatory bodies.
- 1.10. To consider reports on the effectiveness of staff appraisal and professional development and to recommend for approval by the Corporation an Annual Staff Development Report (including a summary of training and development undertaken and its impact)
- 1.11. To monitor the views of students about teaching, learning and assessment and college life from student surveys, student associations and meetings with students and to monitor the performance of actions taken to overcome areas identified for improvement.
- 1.12. To recommend for approval by the Corporation the relevant reports and statements to meet with statutory requirements, and to ensure that there are procedures for students and others to record complaints and opinions about any aspect of the Colleges services and effective processes within the College for examining any such complaints and to review brief details of such complaints and their resolution.
- 1.13. To review and advise the Corporation on the range and effectiveness of cross college activities and support functions.

- 1.14. To advise and make recommendations on all matters relating to the College's Quality Policy and its implementation in FE and HE.
 - 1.15. To advise on other matters as requested by the Corporation; e.g. areas of outstanding or weak performance.
 - 1.16. To report to the Corporation on an annual basis the calendar of work of "Link Governors"
2. Attendance at Meetings
- 2.1. All Corporation members shall have the right of attendance.
 - 2.2. The Clerk to the Corporation shall be Clerk to the Committee.
3. Frequency of Meetings
- 3.1. Meetings shall be held at least three times per academic year, normally once per term prior to Corporation Meetings.
 - 3.2. Should it be considered necessary, the Chairman may ask the Clerk to the Corporation to convene a Committee Meeting at short notice.
4. Reporting Procedures
- 4.1. The Clerk to the Corporation will circulate action points from the meeting to members of the Committee.
 - 4.2. A summary report will be presented to each meeting of the Corporation highlighting the key aspects of the preceding Quality and Standards Committee Meeting.

Terms of Reference Approved by the Corporation 18th October 2000

Terms of Reference Approved by the Quality and Standards Committee 13th May 2002

Terms of Reference Approved by the Corporation 6th June 2002

Terms of Reference Approved by the Quality and Standards Committee 17th February 2003

Terms of Reference Approved by the Corporation 26th June 2003

Terms of Reference Approved by the Quality and Standards Committee 18th November 2004

Terms of Reference Approved by the Corporation 9th December 2004

Terms of Reference Approved by the Quality and Standards Committee 13th December 2007

Terms of Reference Approved by the Corporation 6th March 2008

Terms of Reference Approved by the Quality and Standards Committee 2nd July 2009

Terms of Reference Approved by the Corporation 14th July 2009

Approved: Quality and Standards 6th February 2013
Approved Corporation 7th March 2013
Membership Change Approved by Corporation 24th October 2013

Change of Membership Approved by Corporation 14th October 2010
Terms of Reference Approved by the Quality and Standards Committee 23rd November 2010
Terms of Reference Approved by the Corporation 3rd March 2011
Co-opted Member approved by Corporation 8th March 2012
Terms of Reference Approved by the Quality and Standards Committee 6th February 2013
Terms of Reference Approved by the Corporation 7th March 2013
Change of Membership approved by Corporation 24th October 2013