



HARTPURY
C O L L E G E

QUALITY, ENHANCEMENT and STANDARDS COMMITTEE (QuEst) Terms of Reference

Governor Members

Three independent governor members
Staff Governor
Student governor
Principal

In Attendance

Vice-Principal (FE)
Pro-Vice-Chancellor (HE)

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

Co-opted Member

A co-opted member may be appointed to this committee

Quorum

Three members (including a minimum of 2 independent governors). If a co-opted member is present, quorum rises to four members.
The Principal or nominated representative.

Purpose

To be responsible to the Board of Governors for the oversight of the enhancement of the College's approach to learning, teaching and assessment, the student experience and the maintenance of the College's academic standards. The FE Quality Review Board will report to this committee in line with the delegated responsibility discharged by the Board of Governors.

Terms of Reference

1. Objectives

- 1.1. To advise the Board of Governors 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 the enhancement of 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 enhance standards by setting targets and agreeing key performance indicators and by other measures which the Committee determines, such as benchmarks each year for:
 - Student outcomes and performance.
 - Distance travelled.
 - Student progression.
 - Teaching and learning
 - Graduate employment and progression
- 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 enhance teaching, learning and assessment and the whole learner experience by sharing good practice.
- 1.7. To undertake critical engagement through monitoring the performance of the College as shown in the annual FE Self-Assessment Report, and the action taken in response to the resultant action plans therein or any post-inspection report and action plans, and to recommend for approval by the Board of Governors.
- 1.8. To consider summary reports from (external) teaching and learning observations, external examiners and verifiers and professional statutory regulatory bodies.
- 1.9. To consider reports on the effectiveness of staff appraisal and professional development and to recommend for approval by the Board of Governors an Annual Staff Development Report (including a summary of training and development undertaken and its impact)
- 1.10. 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.

- 1.11. To recommend for approval by the Board of Governors the relevant reports and statements to meet with statutory requirements. To ensure that there are procedures for students and others to record complaints and opinions about any aspect of the College's services and effective processes within the College for examining any such complaints and to review brief details of such complaints and their resolution.
- 1.12. To review and advise the Board of Governors on the range and effectiveness of cross institutional activities and support functions.
- 1.13. Aspects from the FE Quality Review Boards and associated quality monitoring through the Quality Cycle will report to this committee in line with the delegated responsibility discharged by the Board of Governors as relevant.
- 1.14. To advise on other matters as requested by the Board of Governors e.g. opportunity for enhancement, areas of outstanding or weak performance.

2. Attendance at Meetings

- 2.1. All Board of Governors members shall have the right of attendance.

3. Frequency of Meetings

- 3.1. Meetings shall be held at least three times per academic year, normally once per term prior to Board of Governors Meetings.
- 3.2. Should it be considered necessary, the Chairman may ask the Clerk to the Board of Governors to convene a Committee Meeting at short notice.

4. Reporting Procedures

- 4.1. The Clerk to the Board of Governors 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 Board of Governors highlighting the key aspects of the preceding Quality, Enhancement and Standards Committee Meeting.

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 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
Terms of Reference Approved by Quality and Standards Committee 17th September 2014
Terms of Reference Approved by Corporation 9th October 2014
Membership Approved by Search and Governance Committee 5th March 2015
Membership Approved by Corporation 25th March 2015
Membership Approved by Corporation 9th July 2015
Amendments recommended by Search and Governance Committee 3rd March 2016
Terms of Reference Approved by Corporation 30th March 2016.
Membership Approved by Corporation 13th October 2016
Terms of Reference Approved by Quality, Enhancement and Standards Committee on 15th
November 2018
Membership approved at Search and Governance Committee on 16th January 2018
Terms of Reference Approved by Corporation 31st January 2019