



New College Stamford

CURRICULUM, QUALITY & STANDARDS COMMITTEE

TERMS OF REFERENCE

APRIL 2017

1. Constitution

- 1.1 The Corporation hereby resolves to adopt the following Terms of Reference for the Curriculum, Quality & Standards Committee.

2. Objective and Purpose

- 2.1 To review, monitor and advise the Corporation on:
- the curriculum offer, processes and standards (including targets) across the College, and
 - the arrangements for ensuring that there is effective safeguarding of young people and adults at risk who are receiving education and training at the College

3. Membership

- 3.1 The Members will be appointed by the Corporation from its Members and will consist of
- The Chair of the Corporation (or designate), and
 - The Principal (or designate), and
 - The Student Members of the Corporation, all of who will be ex-officio Members, and
 - up to 5 other Members of the Corporation.
- 3.2 In addition, the Committee may co-opt up to two persons who are not Corporation Members for terms of up to three years.
- 3.3 The Committee will elect one of its members to be its Chair.
- 3.4 The Committee will elect another of its members to be its Vice Chair who will deputise for the Committee Chair as and when required.

4. Quorum

- 4.1 The quorum will be three members to include at least two Members of the Corporation.

5. Frequency of Meetings

- 5.1 The Committee will meet four times in each academic year and on other occasions if circumstances require it to do so.
- 5.2 Formal notice of meetings and a copy of the agenda shall be sent to Members no later than seven days before the meeting.

6. Terms of Reference and Duties

- 6.1 To advise the Corporation on the range, adequacy and sufficiency of the curriculum offer.
- 6.2 To advise the Corporation on the quality of the education and other services provided by Directorates within the College and any collaborative partnerships with other organisations.
- 6.3 To review and recommend the College's annual Quality Improvement Plan to the Corporation.
- 6.4 To consider and appraise whole College performance including:
 - (i) Retention and withdrawal rates,
 - (ii) Examination results,
 - (iii) Achievements,
 - (iv) Sector averages and performance indicator data, and
 - (v) Progression and destinations of students.
- 6.5 To receive and evaluate the opinions of stakeholders about the College in terms of the provision of courses and services.
- 6.6 To consider targets for academic performance and make recommendations to the Corporation.
- 6.7 To review and advise the Corporation on arrangements for self-assessment and to recommend to the Corporation approval of the College Self-Assessment Report.
- 6.8 To review and advise the Corporation on reports of inspections and to oversee and advise on action plans following external inspections.
- 6.9 To receive and advise the Corporation on summary reports of College Performance Reviews (CPRs)
- 6.10 To monitor equality of opportunity and inclusive learning for all students at the College.
- 6.11 To receive an annual Safeguarding Report and consider and recommend the Safeguarding Policy to the Corporation for approval.
- 6.12 To receive reports on the student experience from student representative bodies and to review analysis of student responses to surveys and questionnaires.
- 6.13 To conduct any other business that may be delegated to the Committee by the Corporation from time to time.

7. Clerk to the Committee

- 7.1 The Clerk to the Corporation shall be the Clerk to the Committee and shall keep a record of all meetings

8. Authority

- 8.1 The Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee of the College and all employees of the College are directed to co-operate with any request made by the Committee.

9. Reporting Procedures

- 9.1 The Clerk to the Corporation shall circulate minutes of the meetings of the Committee to all Corporation Members.

Re-approved by the Corporation on 5th April 2017 without change from the previous version that had been approved by the Corporation on 27th January 2016.