

Terms of Reference – Education & Standards Committee

1 Purpose

1.1 The purpose of the Committee is to:

- Provide constructive challenge to ensure the achievement and maintenance of high standards
- Review the College's Self-Assessment Report, and monitor the implementation of the associated Quality Improvement Plan
- On behalf of the Corporation to monitor and evaluate the development of the College's curriculum
- Receive and interrogate detailed reports on learner performance, including retention, attendance, achievement, value added, work experience, as well as all aspects of teaching and learning
- Maintain close oversight of apprenticeship performance
- Receive regular reports and reviews on matters of interest and/or concern
- Review policies associated with teaching, learning, quality and curriculum matters.
- Consider statistical information and how this supports the effectiveness of teaching learning and assessment
- Monitor and evaluate the effectiveness of the College's quality assurance systems and report to the Corporation
- Review student and employer survey reports
- Provide assurance on the College's approach to Safeguarding, the Prevent duty and all other matters in relation to the College's duty of care towards its students.

2 Membership

2.1 To consist of up to 6 members of the Corporation, including the Teaching Staff Governor and the Principal.

2.2 Membership of the committee should be reviewed on a regular basis, ensuring a consistent core of Governors, but enabling all governors to undertake developmental training on the College's core business.

3 Election of Chair

3.1 The Chair of the Committee will be determined at a meeting of the Corporation.

4 Period of office

4.1 The period of office of the Committee Chair shall be two years.

4.2 All committee members will be elected for a period of two years, and subject to a review, will serve for a maximum of four years.

5 Quorum

5.1 The quorum shall be 3 (including 2 Independent members) of the Committee membership.

6 Voting Rights

6.1 All members of the Committee will have the right to vote. In the case of a split vote the Chair will have the casting vote.

7 Attendance at Meetings

- 7.1 The Vice-Principal (Curriculum Innovation, Quality & Performance) will be in attendance at all meetings. Other senior managers and staff will be in attendance by invitation.
- 7.2 Other Corporation members shall have a right of attendance.
- 7.3 The Committee shall be entitled, whenever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy) exclude any, or all, participants or observers, except the Clerk to the Committee.

8 Meetings

- 8.1 The Committee will meet for a minimum of three meetings each academic year (one per term).

9 Powers

- 9.1 The Committee will have the power to:
- request from College management, information relating to quality, curriculum matters and learning resources supporting the curriculum
 - request the College management to undertake research into areas of concern
 - make policy recommendations to the Corporation.
- 9.2 The Committee will not have the power to make any spending decisions.

10 Clerking Arrangements

- 10.1 The Clerk to the Corporation/Head of Governance shall act as Clerk to the committee.

11 Reporting procedures

- 11.1 The Clerk to the Corporation shall circulate minutes of the meetings of the Committee to all the members of the Committee.
- 11.2 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Corporation Members at the next appropriate Corporation meeting.
- 11.3 The Committee Chair shall report to the Corporation through the Committee summary report

12 Review

- 12.1 The terms of reference shall be reviewed annually.

Approved by Corporation: July 2022