

QUALITY, CURRICULUM & PERFORMANCE COMMITTEE

Terms of Reference 2024-25

1. PURPOSE

The Quality, Curriculum & Performance Committee (QCP) Committee:

- Has overall responsibility for assuring the Corporation that the College's programmes deliver an exceptional quality of education and excellent experience for all students, leading to successful outcomes.
- Provides assurance to the Corporation on the self-assessment validation process and monitors progress on the College's quality improvement plan (QIP)
- Monitors & reviews the College safeguarding arrangements to ensure the College community is kept safe in line with Keeping Children Safe in Education (KCSiE).
- Monitors and reviews the College arrangements in relation to Equality, Diversity and Inclusion.

2. TERMS OF REFERENCE

- 2.1 To oversee academic standards in all provision, including any subcontracted provision, and to advise the Corporation on the performance of curriculum areas and the quality of teaching, learning and assessment, ensuring that the Committee's views are informed by best practice in the sector, benchmarking data, external monitoring reports, relevant research, and inspection findings.
- 2.2 To undertake a regular and detailed review of student data, including progress against key indicators in the Strategic Plan.
- 2.3 To receive feedback in relation to Student Voice and to monitor the outcomes of the College's students' experiences including the outcomes of student surveys / feedback and complaints and compliments received by the College.
- 2.4 To receive and review the College's Self-Assessment Report (SAR).
- 2.5 To monitor relevant actions in the College Quality Improvement Plan (QIP) and to provide information to the Corporation on progress against those actions.
- 2.6 To ensure the College meets its statutory duties in relation to careers education, information, advice, and guidance (CEIAG).
- 2.7 To monitor the College's curriculum plan, considering the responsiveness to local needs and skills demands, its contribution to Local Skills Improvement Plans (LSIPs) and report to the Corporation any necessary action.
- 2.8 To have the following remit in relation to Safeguarding:
 - to receive regular reports on Safeguarding activity and ensuring adequate controls are in place to manage safeguarding risks.
 - to review and recommend to the Board the approval of the Safeguarding Policy in line with KCSiE.
 - to receive the Safeguarding Annual Report and recommend to the Board.
 - to support the nominated Governor for Safeguarding in providing assurance to the Corporation that the College is complying with regulations, the law and Ofsted expectations in respect of safeguarding.

- 2.9 To have the following remit in relation to Equality, Diversity and Inclusion:
- to receive regular reports on Equality, Diversity and Inclusion activity
 - to review and recommend to the Board to approval of the Single Equality Scheme or equivalent Policy
 - to receive the Equality, Diversity and Inclusion Annual Report.
- 2.10 To consider any risks on the risk register relevant to the Committee and recommend amendments to the Audit and Risk Committee.
- 2.11 To undertake an annual self-assessment against the terms of reference.

3. AUTHORITY

- 3.1 The QCP Committee is authorised by the Corporation to investigate any activity within its Terms of Reference and has the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit. All employees of the College are directed to cooperate with any request made by the Committee.
- 3.2 The QCP Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise when necessary.
- 3.3 The Chair of the Committee (or an agreed representative) will provide an overview of the work of the Committee to the next meeting of the Board, drawing attention to any issues of significance. The minutes of the meeting will also be provided to all members of the Board via the Governors Hub.
- 3.4 The Committee will also provide an annual report to the Board on the action taken during the year by the Committee.

4. MEMBERSHIP & OPERATION

- 4.1 The Committee shall be appointed on the recommendation of the Search & Governance Committee and shall consist of at least five members which must include a minimum of three governors and a maximum of two co-opted members known as Associate Governors.
- 4.2 The Committee shall include:
- The Principal / Chief Executive
 - The Staff Governor (Teaching Staff) unless they decline to act
 - The Student Governor(s) unless they decline to act
 - At least two Independent Governors
 - Up to 2 co-opted members (Associate Governors).
- 4.3 Collectively, members of the Committee should have recent, relevant experience in assessing the quality; teaching, learning and assessment; behaviour and welfare of students; and outcomes for students.
- 4.4 Co-opted Governors will have voting rights on this Committee. They do not have a right to attend other Committee or Corporation meetings.

- 4.5 The Committee may seek the services of external advisers and / or invite other individuals to attend any QCP Committee meeting as it considers necessary to fulfil its responsibilities.
- 4.6 The Search & Governance Committee shall review the membership of this Committee and make recommendations for approval by the Corporation on an annual basis.
- 4.7 Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair of the Committee shall have a second or casting vote.
- 4.8 The Assistant Principal - Study Programmes; Assistant Principal – Adults & Higher Education; Vice Principal – Curriculum, Quality & Innovation; and the Director of Governance shall attend the QCP Committee meetings. Other governors who are not members of the QCP Committee shall have a right of attendance. All individuals in attendance shall have no voting rights.
- 4.9 The Committee has the right, whenever it is satisfied that it is appropriate to do so, to go into confidential session and exclude any, or all, participants, and observers, except the Clerk to the Committee. When the Committee exercises this right, the meeting must be quorate.

5. QUORUM

- 5.1 The Committee shall be quorate if 40% of the membership are present or three governors, whichever is the highest (and for these purposes, “present” includes being present by suitable electronic means in which members are all able to communicate with each other). The majority of those present must be full board members.

6. FREQUENCY OF MEETINGS

- 6.1 The Committee shall meet at least three times each year and as required to fulfil its responsibilities.

7. APPOINTMENT OF CHAIR & VICE CHAIR

- 7.1 The Chair and Vice Chair (if the Committee decides that a Vice Chair should be elected) shall be selected on an annual basis in accordance with the Corporation’s Standing Orders.
- 7.2 The Chair of the Quality, Curriculum & Performance Committee should not be any of the following:
 - The Principal/ Chief Executive
 - A Staff or Student Governor
 - A Co-opted Associate Governor.
- 7.3 In the event of the Chair and Vice Chair being unable to attend the meeting, the remaining Committee members should elect one of themselves as Chair for the meeting.
- 7.3 The Chair of the QCP Committee should have the expertise to understand the reports and ability to hold the Leadership team to account.

APPENDIX A

RESPONSIBILITY FOR POLICY / DOCUMENT REVIEW AND APPROVAL

Strategy / Policy / Procedure	Approved by the QCP Committee (Delegated Authority)	Reviewed and Recommended to Board for Approval	To be considered by the Link / Designated Governor
Access & Participation statement or plan		✓	
Accommodation Policy (for students staying in residential accommodation)	✓		✓
Code of Practice for Student Union (Constitution)	✓		
Complaints & Compliments Policy	✓		
Equality, Inclusion & British Values Policy (Single Equality Scheme)		✓	
Fitness to Study Policy	✓		✓
Quality Improvement Plan		✓	
Safeguarding Children & Vulnerable Adults Policy including: <ul style="list-style-type: none"> Supporting the Rehabilitation of Offenders Prevent Strategy Freedom of Expression & External Speaker Request Policy and Procedures 		✓	✓
Self-Assessment Report (SAR)		✓	