



## **TERMS OF REFERENCE**

### **ACADEMIC STANDARDS & QUALITY COMMITTEE:**

#### **Purpose:**

To oversee the College's Further Education and HE quality strategy and procedures and scrutinise their impact in ensuring the highest standards and continual improvement in the experience of all students and their levels of achievement.

To advise the Corporation in the discharge of its responsibilities with regard to oversight of the College's quality strategy.

To scrutinise and review the College's academic performance, and on behalf of the Corporation, to overview external inspection and self- assessment matters (excluding Self-Evaluation of Governance).

To nominate Corporation members to link to Directorates and Student Support, so that a deeper understanding of strengths and areas for improvement is gained and actions taken to bring about improvement.

To consider the implication of national policy/guidance which may be issued from time to time and advise Corporation as appropriate.

#### **Responsibilities:**

To advise the Corporation on arrangements for assuring the quality and standards of educational activities in the College and of its subsidiaries including HE.

To monitor the College curriculum at a strategic level in relation to Safeguarding as it applies to matters of Equality and Diversity and student involvement and performance.

To annually review the College's Teaching and Learning Policy, and to recommend any amendments to Corporation.

To monitor and challenge the College's performance at a strategic level in relation to:

- teaching & learning activity
- enrolment
- student retention
- achievement
- attendance
- destination
- value added

and recommend to the Corporation annual targets and Key Performance Indicators in these areas, and monitor the College's progress towards achieving them. Including consideration of external inspection reports and data.

To monitor

- employer engagement activity
- the quality of sub-contracted provision
- the effectiveness of communication between Corporation, staff, students and other stakeholders of the college.

To monitor the College's performance at a strategic level in relation to the continued professional development of all College Staff.

To consider the Quality Improvement Plan and planned academic programme developments and to recommend to the Finance & Employment Committee and the Corporation for such developments to be included in the financial plans and College Strategy.

To review and challenge the College's Annual Self-Assessment Report and Quality Improvement Plan and to recommend its approval to Corporation including reviewing the effectiveness of the College's Self-Assessment procedures and the effectiveness of the actions taken to improve standards.

To consider the rigour, robustness and consistency of self-assessment reports, and supporting evidence.

Review and assess the College's facilities and infrastructures that affect the teaching and learning experience and make recommendations to the Finance and Employment Committee for improvement and investment.

Review the College's Strategic Plan that relate to Curriculum and Quality issues.

To receive regular reports on the College's higher education provision, including OfS (Office for Students) and QAA (Quality Assurance Agency) matters.

To consider the outcomes of surveys of customer satisfaction and resulting proposals for action, and to consider matters referred from Corporation to the committee regarding any complaints on the curriculum.

**Powers:**

Advisory.

In addition, the Committee has:

- The right to explore any activity within its Terms of Reference
- The right to access all the information and explanation it considers necessary, from whatever source, to fulfil its remit
- A restriction not to adopt an executive role

**Membership:**

The Committee shall comprise of a minimum seven members

- Chair of Corporation (ex officio)
- The Principal
- The Staff Governor
- The Student Governor
- Corporation members who are linked to individual Directorates.

Any other member of Corporation who has formally intimated to the Clerk his or her wish to serve on the Committee.

**Attendees:**

- Deputy Principal\*
- Director of Quality, Teacher Development and Student Progress \*
- Director of English and Maths\*

\*These members can speak at meetings but do not have any voting rights.

Such co-opted members as may be approved by Corporation on the advice of the Governance and Search Committee.

**Quorum:**

The quorum for meetings shall be four members.

**Chair:**

The Chair of the Committee will be recommended by the Governance and Search Committee and appointed by Corporation for a term of one year.

**Vice Chair**

The Vice Chair will be appointed by the Committee in September for the ensuing academic year.

The retiring Chair and Vice Chair will be eligible for re-appointment.

In the absence of both the Chair and Vice Chair from a meeting, the Committee will appoint another member to act as Chair for that meeting.

**Clerk:**

The Clerk to the Corporation shall act as Clerk to the Committee.

**Frequency of Meetings**

The Committee will meet not less than four times a year.

**Term of Office**

Appointments of members of the Committee will cease at the end of their term of office as a Governor, although they will be eligible for re-appointment if their membership of the Corporation is renewed. Co-opted members will be appointed for a term of one year and will be eligible for re-

appointment if their membership is approved by the Corporation. Members may terminate their membership by notice of resignation to the Clerk to the Corporation.

### **Status of Papers**

All papers will be treated as confidential until the Committee has determined their status at the end of each Committee meeting. Papers deemed by the Committee to be non-confidential will be circulated as for other Corporation and Corporation Committee reports and agendas.

The Committee shall report to Corporation through the medium of the Committee Chair's report.

<b>Terms of Reference Title</b>	Academic Standards & Quality Committee
<b>Issue Date:</b>	March 2022
<b>Author:</b>	Clerk
<b>Review Date:</b>	March 2022
<b>Renewal Date:</b>	September 2022
<b>Related Documents &amp; Procedures:</b>	Instrument and Articles of Government, Standing Orders, Code of Conduct, Business Cycle.