

QUALITY AND STUDENTS COMMITTEE

1 Role of the Quality and Students Committee

The role of the Quality and Students Committee is to provide the Corporation with regular statements of advice regarding the quality, standards, effectiveness and responsiveness of the College's curriculum and the learners' experience. The Committee will provide an opportunity for Members to become more closely involved in the development of the College's curriculum and the College's pursuit of high standards.

It provides this role in order to hold the Executive Team and where necessary, individual senior post holders personally to account for their performance.

The Corporation may add to the terms of reference set out below, however it must not add terms that:

- require members of the Committee to offer professional advice to the Corporation outside of their role as Governors; or
- cause the Committee to lose its primary focus on the standards and effectiveness of the College's curriculum and the learners' experience.

2 Terms of Reference

The terms of reference of the Quality and Students Committee will be published on the College's website.

2.1 The remit of the Committee is to:

- i) monitor and assess the College's curriculum performance against its success rate targets, its performance improvement indicators and its strategic objectives;
- ii) monitor the retention, achievement, success rates, learner destinations, teaching and learning, curriculum design, and the learner experience of all courses and subjects, and in particular actions to support improvement;
- iii) periodically review and approve the College's Policy and Quality Improvement Strategy and Framework;
- iv) take strategic oversight of the College annual self assessment process including internal inspection and reviewing the annual Self Assessment Report (SAR). This includes recommending for approval of the Quality Improvement Plan and SAR to the Corporation;
- v) inform and advise the Corporation at least once per year on the responsiveness, standards and effectiveness of the College's curriculum and the learners' experience, including the outcomes of satisfaction surveys and complaints and an assessment of support for learners. The Committee will also make recommendations to the Corporation regarding the quality of provision, the self assessment process and outcomes, performance against curriculum targets and the standards of teaching and learning;
- vi) periodically review and approve the College's policy on equality and

diversity (Single Equality Policy and Scheme) and monitor its impact on learners;

- vii) periodically review and approve the Learner Involvement Strategy and annually monitor its implementation and impact on learners.

STANDING ORDERS

3 Composition of Committee and Quorum for meetings

- 3.1 The Committee shall consist of **nine** members to include the Principal and the two Student Governors.
- 3.2 The Corporation, on the advice of the Governance, Performance & Search Committee, may determine to vary the membership to include one external Co-opted Committee Member who is not a Governor of the Corporation. In this event the maximum membership shall be **ten**.
- 3.3 All Governors shall be eligible to serve on the Committee.
- 3.4 The following Governors shall not be eligible to be the Chair or Vice Chair of the Committee: Principal, Staff Governors, Student Governors, or external Co-opted Committee Member.
- 3.5 The Chair and Vice Chair shall be appointed by the Corporation, usually annually at the Corporation's last meeting of the academic year.
- 3.6 Membership and the quorum of the Committee shall be determined by the Corporation, usually annually at the Corporation's last meeting of the academic year.
- 3.7 Meetings of the Committee shall be quorate if **four** or more members are present, including the Chair or Vice Chair.
- 3.8 If the number of Committee members assembled for a meeting of the Committee does not constitute a quorum, the meeting will not be held. If, in the course of a meeting of the Committee, the number of members present ceases to constitute a quorum, the meeting will be suspended or terminated immediately.
- 3.9 If a meeting is inquorate or, as the case may be, cannot continue, the chair may require that a special meeting should be held.

4 Frequency of Meetings

- 4.1 The Committee shall meet at least once per term with meetings scheduled to coincide with annual reporting, and the curriculum and business planning cycle of the Corporation.
- 4.2 All meetings shall be arranged by the Clerk to the Corporation who will act as Clerk to the Committee. Governors will receive written notice of the meeting and a copy of the agenda at least seven clear calendar days before the meeting.
- 4.3 A special meeting of the Committee may be called at any time by the Chair of the Committee or at the request in writing of any three Governors of the

Committee. Where the Chair of the Committee agrees that there are matters demanding urgent consideration, the written notice covering the meeting may be less than seven days.

5 Attendance at Meetings

- 5.1 The Clerk to the Corporation shall attend all meetings of the Committee as Clerk to the Committee.
- 5.2 Governors who are not members of the Committee may attend and speak at meetings but will not be eligible to vote.
- 5.3 The Deputy Principals (as Senior Post Holders) will routinely attend Committee meetings and will receive papers.
- 5.4 At the request of the Committee, appropriate College managers shall be invited to attend meetings in order to provide information and to present reports.
- 5.5 Specialist advisers may attend meetings or be asked to provide information, if required.

6 Reporting and Decision-making Procedures

- 6.1 The Chair of the Committee will give a verbal report summarising Committee business to the next scheduled meeting of the Corporation.
- 6.2 In keeping with the Committee's terms of reference, all recommendations for approval by the Corporation are to be presented with appropriate documentation including clear statements and evidence showing their impact on students' success rates, their learning experience or how the proposal will have a beneficial impact on learning
- 6.3 If new information comes to light after a meeting of the Committee, and it is reasonable to suppose that this information could have an impact on the decision-making of the Corporation, the Chair of the Committee – or, in his absence, another member of the Committee – shall present this new information in addition to the Committee's resolution to the Corporation.
- 6.4 The Chair of the Committee will present an annual report of Committee business to the December meeting of the Corporation. The annual report will include the Committee's assessment of its performance against the requirements set out in its terms of reference, including arrangements for ensuring the responsiveness, standards and effectiveness the College's curriculum and the learners' experience.
- 6.5 After discussion with members of the Committee, the Chair shall present an annual report to the Governance, Performance and Search Committee held in February/March each year commenting on:
 - Performance issues concerning the Executive Team or individual Senior Post Holders.
 - Internal curriculum and learner information systems, curriculum management systems, and the senior post holders' response to the issues and concerns raised by the Internal Audit team.
 - The adequacy, responsiveness and effectiveness of the College's curriculum and the learners' experience.
 - The effectiveness of the self assessment process, inspection preparations,

achievement of curriculum performance targets, and the standards of teaching and learning.

7 Authority

- 7.1 The Committee is authorised by the Corporation to investigate any activity within its terms of reference and to seek any information it requires for the effective discharge of its duties. It shall be granted rights of access to obtain all information it considers necessary from any Governor of the Corporation or employee of the College. All Governors and employees of the College are directed to co-operate with any reasonable request made by the Committee.
- 7.2 The Committee is authorised to ask the Principal and/or the Clerk to the Corporation to arrange appropriate independent professional advice and to secure the attendance of outsiders if so required.

8 Conflicts of Interest

- 8.1 Members of the Committee will make a declaration of interest at Committee meetings as appropriate and in accordance with the Instrument of Government, the Code of Conduct for Corporation Members and the Register of Interests and Confirmation of Eligibility declaration.

9 Proceedings of Meetings

- 9.1 Every question to be decided at a meeting of the Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.
- 9.2 No member of the Committee may vote by proxy or by way of a postal vote.
- 9.3 No resolution of the Committee may be rescinded or varied at a subsequent meeting unless consideration of the rescission is a specific item of business on the agenda for that meeting.

10 Minutes

- 10.1 At every meeting of the Committee the minutes of the last meeting, if agreed to be accurate, shall be signed as a true record by the Chair of the meeting.
- 10.2 The Clerk will generally aim to circulate the draft minutes to Committee members within ten working days of a meeting.

11 Public Access to Meetings

- 11.1 Meetings of the Committee will not be open to persons other than the appointed Committee members and those stipulated in section 5 above, unless invited by special invitation.

12 Publication of Minutes and Papers

- 12.1 The agenda and supporting papers of the Committee will remain confidential until they are reported to the Committee itself.

The minutes, once approved by the Chair of the meeting, will be presented to the next Corporation meeting whether or not they have been approved by a subsequent meeting of the Committee.

The approved, non-confidential minutes will be published on the College's

website. All other non-confidential documentation will be available for inspection in the office of the Clerk to the Corporation during normal business hours.

12.2 Any minute which provides details of:

- i) a named person employed at, or proposed to be employed at, the College;
- ii) a named student at, or candidates for admission to, the College;
- iii) the Clerk to the Corporation; and
- iv) any matter which is commercially sensitive

shall remain confidential.

Quality and Students Committee Annual Cycle of Business

Item of Business	Meeting 1 – End of November	Meeting 2 – Mid-March	Meeting 3 – Mid-June
Quality Report, incl. College KPI Report / Quality of Teaching, Learning & Assessment, Learner etc. satisfaction	✓	✓	✓
Quality Policy and Quality Improvement Strategy revision, incl. TLA			Policy/Strategy Revisions (3yrs)
Self Assessment Report / Quality Improvement Plan	Final Prev. Year QIP SAR & Current Year QIP	SAR Update, Current Year QIP	Current Year QIP
Learner Outcomes (trend analysis by age, level and length)	Prev. Year		January Results
Published Performance Tables		✓	
Value Added Report with comparison		✓	
Tracking progress of at-risk Learners	✓	✓	✓
Business Partners Performance	Prev. & Current Year	Current Year	Current Year
Internal Notices to Improve / Strategic Department Reviews	As needed	As needed	As needed
Learner Destinations (D) / Withdrawals (W)	D / W	W	W
Presentation	✓	✓	✓
Complaints / Compliments – Annual Report			✓
Equality & Diversity Policy and Scheme and Strategic objective progress	End of Year Report and Action Plan	Current Year Progress	Policy/Scheme Revisions (3yrs) Current Year Progress
Curriculum Design/Model		Current Year	Next Year
Learner Involvement Strategy & Action Plan	✓	✓	Strategy (3yrs) / Action Plan & Report
Assessment of Support for Learners	✓	✓	✓
Committee's Annual Self Assessment and Report	✓	✓ (Update)	
External Reports – NTIs / Ofsted / QAA – as appropriate			
Other strategies, e.g. E-learning - as appropriate			

