

# **CURRICULUM AND QUALITY COMMITTEE**

## **TERMS OF REFERENCE**

**– APPROVED BY THE CORPORATION BOARD JULY 2025**

### **1. PURPOSE**

To advise the Board of the Corporation (Board) and provide assurance on the character, relevance, and quality of the College's education and training. This includes oversight of the curriculum and its development, teaching and assessment standards, student outcomes and progression, quality assurance and improvement, student experience and wellbeing, engagement with student voice and feedback, and compliance with inspection and regulatory requirements.

### **2. RESPONSIBILITIES**

#### **a) Curriculum**

- To have oversight of the Curriculum Strategy on behalf of the Board and identifying, monitoring and reviewing core issues relating to the strategy and development of the College
- To monitor the implementation of the curriculum strategy through the annual curriculum planning process and by receiving reports on curriculum delivery
- To discuss and, where appropriate making recommendations to the Board on major curriculum changes To review and evaluate the College's marketing strategy including the use of market intelligence, assessments, and labour market data to gain a comprehensive understanding of the market served by the College. This review considers the regional context—such as supply, demand, and competition—and assesses how these factors influence and shape the College's curriculum development.
- To monitor issues relating to equality and diversity by receiving an annual report on related College activities
- To receive and review the Curriculum plan referring issues to the Finance and General Purposes Committee regarding the efficient use of resources, and the potential impact of plans on the solvency of the institution and the safeguarding of its assets.
- To review, assess and monitor the College's recruitment with the aim of increasing the number of students each year studying in all aspects of the College's provision.
- To review, monitor and evaluate new income streams through projects and partnerships.
- Actively seek opportunities for partnership working with other training providers that will achieve business efficiencies and meet the needs of employers and learners.
- To receive, evaluate and advice the Corporation on the Curriculum Development and Planning Strategy and planned programme developments for all areas of the curriculum.

- Recommend for approval to Corporation developments to be included in the financial forecasts and College Strategy that are appropriate to the College's future development.
- To review, monitor and evaluate the marketing strategy and its activity to develop an understanding of perceptions of the College and each of its market segments, including those of business and potential future employers.

**b) Quality Assurance**

- To ensure that effective quality assurance and enhancement arrangements are in place within the College, including receiving reports on observations of teaching, learning and assessment
- To monitor key performance indicators across all College activities regularly during the year and comparing data with national and other appropriate benchmarks
- To receive and evaluate reports regarding student achievement, retention, punctuality, success rates and destination outcomes
- **To monitor and advise on student applications, recruitment, and income**, referring issues to the Finance and Resources Committee regarding resource use and financial impact
- To monitor learner satisfaction by receiving annual reports on learner voice activities such as focus groups and student surveys and receiving summary reports on complaints
- To monitor the College's performance in relation to the continued professional development of all College staff
- To receive and review the College's Annual Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) and to recommend its approval to the Board, including reviewing the effectiveness of the College's Self-Assessment procedures and the effectiveness of the actions taken to improve standards.
- To receive and review the Risk Register and monitor the risks related to curriculum and quality and the effectiveness of the actions taken to improve standards

**c) General**

- To consider any other specific issues referred by the Corporation and report their findings and recommendations back to the Corporation.
- To conduct a Committee self-critique to inform the Governance Self- Assessment.
- Consider any strategies and policies for those areas that are the responsibility of the Committee

**3. MEMBERSHIP**

Not fewer than three independent members of the Corporation plus the Principal, and up to 2 Associate Governors.

Staff and Student governors are eligible to be members.

In the absence of the Chair, the members attending the meeting shall select one of their number to 'Chair' that meeting.

Persons who are not members of the Corporation but are deemed to have the skills required to enhance the responsibilities of the Committee may be appointed as Associate Governors on the but may not hold the position of Chair.

**4. TERMS OF OFFICE**

Members shall normally serve for a period of two academic years and shall be eligible for re-appointment thereafter.

**5. APPOINTMENT OF CHAIR**

The Chair of the Committee shall be appointed by the Corporation and shall normally serve for a period of two academic years and shall be eligible for reappointment thereafter.

**6. QUORUM**

A quorum shall be one third (rounded up) of the appointed members which includes Associate Governors, subject to a minimum of 2 independent governors who are members of the Corporation being present.

**7. CLERKING**

The Director of Governance shall act as Clerk to the Committee.

**8. FREQUENCY OF MEETINGS**

Meetings shall be held a minimum of three times a year.

**9. ATTENDANCE AT MEETINGS**

The Deputy Principal(s) shall attend and speak at meetings of the Committee (they will have no voting rights).

Senior managers shall attend and speak at meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

Other Corporation members shall have the right of attendance and where approved by the Committee participation, but not to vote.

## **10. REPORTING PROCEDURES**

The Chair of the Committee shall present a summary report of the Committee's agenda at the subsequent Corporation meeting and the minutes and action log of the meeting will be circulated to the Corporation.