

TERMS OF REFERENCE OF THE CURRICULUM AND QUALITY COMMITTEE

Purpose of the Committee

1. To have oversight of matters relating to curriculum
 2. To have oversight of quality assurance
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1. To have oversight of matters relating to curriculum
This is achieved by:
 - having oversight of the strategic plan on behalf of the Board of Governors and identifying, monitoring and reviewing core issues relating to the strategy and development of the College
 - discussing and, where appropriate making recommendations to the Board on major curriculum changes
 - reviewing the marketing strategy for the College
 - monitor issues relating to equality and diversity by receiving an annual report on related College activities
 2. To have oversight of quality assurance
This is achieved by:
 - ensuring that effective quality assurance arrangements are in place within the College, including receiving reports on observations of teaching, learning and assessment
 - monitoring key performance indicators across all College activities regularly during the year and comparing data with national and other appropriate benchmarks
 - receiving reports regarding student achievement, retention, punctuality and success rates
 - monitoring learner satisfaction by receiving annual reports on learner voice activities such as focus groups and student surveys and receiving summary reports on complaints
 - scrutinizing the College's self-assessment report (SAR) and approving actions for improvement before making recommendations to the Board and monitoring the resulting quality improvement plan (QIP) at subsequent meetings
 - reviewing the risk register and monitoring the risks related to the Committee's work

Membership:

- is drawn from the Board of Governors of Stanmore College
- should be reviewed annually
- the chair and vice-chair to be chosen from the membership of the Committee, on an annual basis at the final meeting of the academic year for the forthcoming year. members can be co-opted where it is felt necessary to extend the skills of the Committee
- will be quorate at meetings with an attendance rate of 40% or greater.

Accountability:

- The Chair (or when unable, the Vice-Chair) will report to the Board at its meetings, providing draft minutes a verbal summary of discussions and papers where appropriate.
- A proposer may not vote on their own proposal

Review:

- Terms of reference should be reviewed annually
- The Committee should review the programme of work on an annual basis and approve it at the final meeting of the academic year for the forthcoming year.

Meetings:

- the Committee will meet once each term
- meetings will be held at Stanmore College or via College online secure technology
- the Director of Governance, will, in consultation with the Chair and Senior Leadership Team, generate an agenda according to the programme of work and any issues arising during the year
- papers will be circulated to committee members and relevant persons with permission of the Chair one week before the meeting
- papers will be circulated in an electronic format unless paper specifically requested.
- the Director of Governance will generate minutes of each meeting within 10 working days, to be approved and signed by the Chair at the following meeting.

Valid from May 2023 – July 2024

Approved by the Board 11 July 2023