



TERMS OF REFERENCE

CURRICULUM, QUALITY & STANDARDS COMMITTEE

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National College for High Speed Rail
Curriculum, Quality & Standards Committee:
Terms of Reference

1. Constitution

- 1.1 The Corporation has established a Committee of the Corporation, initially called the Quality & Standards Committee, henceforth to be known as the “Curriculum, Quality & Standards Committee”, and formally approves its terms of reference.

2. Membership

- 2.1 The Committee shall consist of up to 6 members of the Corporation, including a student member and/or teaching staff member. In addition, the Committee may co-opt up to three additional persons with appropriate experience who are not Corporation members, as required, for terms of up to two years. All co-opted members will have the same voting rights as members of the Committee who are also members of the Corporation.
- 2.2 The Director of Technical will be in attendance at all meetings of the Committee.
- 2.2 Other staff may be invited to be in attendance for specific agenda items, with the purpose of answering questions from Committee members if it is deemed appropriate.
- 2.3 The Clerk to the Corporation & Legal Officer shall be in attendance and be responsible for:
- advising the Committee on matters in relation to the Instruments and Articles of Government and other associated regulations.
 - taking or overseeing the taking of minutes of the meetings.
- 2.4 The Chair of the Committee shall be appointed by the Corporation and the appointment reviewed annually.
- 2.5 Members of the Committee shall be considered for re-appointment on a two yearly basis.
- 2.6 A member of the Committee may resign from membership of the Committee by giving notice in writing to the Clerk to the Corporation & Legal Officer.
- 2.7 Vacancies which arise on the Committee will normally be filled by the Corporation, at the next Corporation meeting. However, the Chair of the Corporation may

appoint members to the Committee between meetings of the Corporation where necessary to ensure a balance of skills and interests and quoracy.

- 2.8 A member of the Committee will cease to be a member if they have been absent from three consecutive meetings of the Committee without the permission of the Committee. It is the responsibility of the Chair of the Committee to address member attendance.

3. Frequency of Meetings

- 3.1 The Committee will normally meet 4 times a year or as required. At least one meeting shall take place face to face per annum.

4. Quorum

- 4.1 The quorum for meetings of the Committee will be 3 members of the Committee.

5. The Role of the Committee

The Committee will make recommendations to the Corporation. The Chair of the Committee will present these as part of the Standing Items under 'Committee Reports for Recommendation by Committee Chairs'. Subject to the overriding authority of the Corporation, the Quality & Standards Committee's function are:

- To oversee quality matters within the College and to ensure the curriculum is appropriate.
- To receive reports and advise on matters relating to the raising of teaching and learning, business support and leadership and management standards at the College and any other matter which the Corporation may remit to the Committee.
- To monitor the academic performance of the College. In particular, with regard to students' retention and achievement rates.
- To advise the Corporation on the effectiveness of the College's performance in ensuring that high standards of teaching and learning are maintained.
- To identify factors which contribute to the College being recognised as outstanding across all its provision.
- To advise the Corporation on strategies for achieving outstanding status.
- To advise on strategies to exceed expectations.

5.1 Curriculum

The Committee will ensure that the College delivers programmes suitable for the needs of its students and their funding bodies including, but not exclusively:

- To keep under review the aims of the College as determined by the Corporation and advise of any changes to these aims in the light of changes in the external environment.
- To receive regular reports on the academic and other relevant activities of the College and evaluate and recommend changes.
- To oversee the College's activities in relation to the curriculum.
- To receive relevant reports on curricular activities of the College.
- To monitor and advise the Corporation on the quality of the curricular provision of the College, and the key factors affecting it.
- To advise on the development of the College's curricular provision and approve proposals for new programmes.
- To monitor initial assessment and recruitment of students in order to inform curricular policy.
- To consider the quality and standards of teaching, learning and assessment against internal and external benchmarks.
- To ensure appropriate intervention strategies are enacted for underperforming areas.
- To monitor the quality of the activities that fall within the remit of the Quality & Standards Committee.

5.2 Quality and Standards

The Committee shall make recommendations to the Corporation on all relevant matters associated with the quality of provision within the College and in particular, but not exclusively:

- To consider and recommend to the Corporation the College quality strategy and to ensure the College's quality assurance procedures are continuously reviewed to enable rigorous and accurate assessments.
- To review and recommend to the Corporation targets for retention and achievement.
- To receive reports in year and on year-on-year data relating to quality and standards.
- To consider the College's Self-Assessment Report and process leading to its recommendation to the Corporation.
- To monitor the Quality Improvement Plan.
- To monitor other performance indicators.
- To oversee the monitoring of the impact of equality policies and initiatives relating to learners and compliance with all statutory obligations.

- To review the safeguarding strategy and monitor safeguarding concerns and reports for onward report to Corporation, including Safeguarding and Prevent compliance and Safeguarding and Prevent Policy.
- To reviewing the appropriateness of KPIs.
- To monitor E&D matters for annual reporting to Corporation as appropriate.
- To receive reports arising from consultation with students, including but not exclusively, student representatives, student surveys, complaints and link visits by Board Members.
- To ensure the College is prepared for external inspections and reviews.

5.3 Duties and Responsibilities

The duties and responsibilities of the Quality & Standards Committee will be:

- To monitor the performance of Apprenticeship and Higher Apprenticeship and the College against published national benchmarking data with particular reference to:
 - Retention rates
 - Achievement rates
 - Attendance
- To monitor, annually, external examination results across the College.
- To advise the Corporation on the effectiveness of the College’s preparations to achieve an “Outstanding” Ofsted grade in all areas of the College.
- To monitor and advise the Corporation on the effectiveness of the Further Education provision and quality assurance processes.
- To ensure that the Corporation is able to make prompt and appropriate responses to any issues relating to academic standards, and teaching and learning, which are raised as matters for concern by stakeholders or other agencies including the Institute for Apprenticeships, Education and Skills Funding Agency and Ofsted.

6. Financial Limitations

The Committee has no delegated financial powers.

7. Terms of Reference Document Approval

	Name/Role	Signature	Date:
Approved by:	Corporation Board (Clerk to the Corporation & Legal Officer)	<i>Sally Brook Sharahan</i>	14.2.2018