



## Terms of Reference of the Quality Committee

### 1 Purpose of the Committee

The purpose of the Quality Committee is to assist the Corporation Board to play a proactive role in enhancing the student experience by:

- approving and monitoring challenging targets for student retention and achievement as well as other appropriate curriculum development and management activities;
- receiving reports on the development of the course offer including enrolment trends and student satisfaction feedback;
- ensuring appropriate policies are in place which reflect the College mission and fall within the remit of the Committee;
- monitoring the implementation of the College's policy on equality and diversity for students; and the College's policy on preventing people being drawn into terrorism;
- reviewing appropriate areas of risk

The specific activities of the Quality Committee are listed in paragraph 5.

### 2 Constitution

The membership of the Committee will be reviewed and determined as and when appropriate by the Board.

All members of the Board will be eligible to serve on the Committee.

Unless otherwise agreed by the Board, the Committee will normally comprise at least five members and will normally include:

- Staff and student members
- The Chief Executive

Co-opted members may also be appointed with relevant experience.

The Clerk to the Corporation shall be the Clerk to the Committee.

The quorum necessary for the transaction of the business of the Committee shall be a minimum of three members of the Committee, two of which must be independent members.

The Committee will normally meet at least once a term on dates set in the calendar approved annually by the Corporation. A special meeting of the Committee can be called either by the Clerk, at the request of the Chair, or by any two Members under similar general rules that apply to Special Meetings of the Corporation.

### **3 Appointment of Chair of the Quality Committee**

The Chair of the Quality Committee shall be appointed by the Corporation from among the independent members of the Committee.

Any External Co-opted member shall not be eligible to serve as Chair.

The Chair will hold office for two years or for a longer period if this is considered to be appropriate. Normally the period of office will commence at the first meeting of the academic session.

If the Chair is absent from any meeting of the Committee, the members of the Committee present shall choose one of their number to act as Chair for that meeting having regard to the provision above.

The Chair may at any time resign from office by giving notice in writing to the Clerk to the Corporation.

The retiring Chair shall normally be eligible for re-appointment.

### **4 Observers and Guests**

Each Corporation member may be entitled to attend any meeting of the Committee as an observer.

Where it is known in advance of a meeting that a member with specific expertise will not be in attendance at the meeting, the Chair of the Committee, through the Clerk, may seek to identify one or more appropriate members of the Corporation who might be available, at short notice, to attend the meeting and to provide the relevant expertise. Individuals appointed to attend a meeting on this basis shall be counted in the quorum for the meeting.

### **5 Terms of Reference**

- 5.1 To review and monitor the quality of the learner experience;
- 5.2 To review and monitor procedures to ensure that the College's curriculum is delivered in accordance with the Strategic Plan;
- 5.3 To review and monitor student performance, as reported externally and internally through recruitment, retention and achievement;
- 5.4 To receive and consider reports and benchmarking data on the performance of the College's educational provision;
- 5.5 To advise on and monitor the College's Quality Assurance System (QA) and on the priorities that should be addressed through QA systems, and to make recommendations to the Corporation;
- 5.6 To review and monitor, on a termly basis, the College Quality Improvement Plan and to approve progress;
- 5.7 To receive and monitor, on a termly basis, the measures taken by the College to safeguard students and to prevent them from being drawn into terrorism and to recommend an annual report to the Board for approval;
- 5.8 To review and monitor the College's quality strategy and to make formal recommendations to the Board;

- 5.9 To receive and consider self-assessment and inspection reports, to recommend these to the Board for approval, and to monitor any action plans arising from them;
- 5.10 To receive and monitor, on a termly basis, a report to inform on how the College careers and curriculum offer meets the needs of the local community;
- 5.11 To review and monitor relevant policies
- 5.12 To deal with any matters specifically referred to the Committee by the Board;
- 5.13 To consider on behalf of the Board any other issues falling within the general remit of the Committee.