Curriculum and Quality Standards Committee – Terms of Reference – 2026/2027

Purpose:

The purpose of the Curriculum and Quality Standards Committee is to assist and support the Corporation Board in its oversight role of the Curriculum, Quality, and Learner Experience functions to ensure that the College's strategic objectives are aligned and achieved. The Committee must be assured that all relevant legal and compliance requirements are being met.

The Committee's role is to provide assurance and challenge, rather than operational oversight.

Authority:

The Committee is established in accordance with paragraph 4 of the Articles of Government, known as "The Curriculum and Quality Standards Committee".

The Committee's actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject. The Terms of Reference of the Committee may be varied at any time by the Corporation.

Where there is delegated authority for approval, this must be in line with the Board approved College Strategy and relevant underpinning strategies, any deviation from this must be referred to the Board.

Remit:

The Board has delegated responsibility to the Committee to:

<u>Curriculum and Quality</u>

Recommend:

- The Curriculum Strategy for Board approval. **Reporting: Curriculum Strategy.**
- The Quality Strategy for Board approval. **Reporting: Quality Strategy.**
- The annual Self-Assessment Report for Board Approval. **Reporting: Self-Assessment Report.**

Have strategic oversight of:

- The development, implementation and delivery of the College's Curriculum Strategy, ahead of recommending for Board approval, ensuring alignment to

the College strategy and appropriate KPIs. **Reporting: Curriculum Strategy / Curriculum Updates.**

- The development, implementation and delivery of the College's Quality Strategy, ahead of recommending for Board approval, ensuring alignment to the College strategy and appropriate KPIs. **Reporting: Quality Strategy / Quality Updates.**
- The development, implementation and evaluation of the College's annual accountability statement focusing on what provision the College will deliver in the year ahead to support local, regional, and national needs and the approach to, actions and outcomes from the Local Needs Duty. **Reporting: Accountability Agreement and Local Needs Duty.**
- The rigour, completeness, and consistency of the self-assessment reports, associated processes and the supporting evidence base. **Reporting: Self-Assessment Report.**
- The development, implementation and delivery, progress and impact of the Quality Improvement Plan (QIP) resulting from the SAR process / inspection reports. **Reporting: Quality Improvement Plan and associated progress updates.**
- Implications of and responses to curriculum related national policy/ guidance and to advise the Board as appropriate. **Reporting: National policy and guidance, where appropriate.**
- The range and responsiveness of the College's curriculum offer on an annual basis, and beyond, and make suggestions to the College on changes and developments, taking into account the Local Skills Improvement Plan and the Accountability Agreement (including the Local Needs Duty) **Reporting: Various updates.**
- The development, implementation and delivery of strategies for engaging with employers and other stakeholders to remain responsive to workforce trends, ensuring alignment to the College strategy. **Reporting: Various updates.**
- Learner outcomes, trends and progress in relation to the evaluation of Teaching, Learning and Assessment. **Reporting: Teaching, Learning and Assessment.**
- The raising of standards in relation to quality and performance across all provision types, including retention, attendance, achievement and progression, including benchmarking data, where available. **Reporting: Performance Reporting.**
- Overseeing readiness for, and response to, Ofsted inspection under the renewed EIF, including quality of education, inclusion and Special Educational Needs and Disabilities (SEND), Safeguarding and Leadership and Management. **Reporting: Performance Reporting, Self Assessment Report.**
- Relevant reports by external organisations (Internal Audit, Ofsted, QAA, OfS, DfE) and the management response to these. **Reporting: Various reports.**

<u>Safeguarding and Prevent</u>

Have strategic oversight of:

- The College's arrangements for Safeguarding, including Mental Health and Wellbeing, and Prevent and ensure that the Board fulfils its responsibilities through termly monitoring reports and the consideration of an annual report. **Reporting: Safeguarding Annual Report / Safeguarding Termly Updates.**

Learner Experience

Have strategic oversight of:

- The standard, quality, and raising of standards, of the student experience through engagement with, and feedback from, learners to inform future strategies, including engagement in shaping the curriculum and quality standards, for further improvement. **Reporting: Learner Feedback (included within Performance Reporting / Teaching, Learning and Assessment Reporting).**
- The outcomes of surveys of learner/ stakeholder satisfaction, complaints, and appeals and have oversight of associated improvement plans. **Reporting: Learner Feedback (included within Performance Reporting / Teaching, Learning and Assessment Reporting).**
- The approach to learner engagement. **Reporting: Learner Voice Plan.**
- Learner behaviour. **Reporting: Learner Behaviour Annual Report (included within Performance Reporting).**
- Learner health and wellbeing. **Reporting: Safeguarding Report.**

Equality, Diversity and Inclusion

Have strategic oversight of:

- Progress data in relation to different EDI categories, ensuring that there is due regard to eliminate discrimination and difference in data relating to different groups of learners. **Reporting: Performance Reporting / EDI Annual Report.**
- Initiatives and outcomes specific to Inclusion. **Reporting: Learner Feedback (included within Performance Reporting / Teaching, Learning and Assessment Reporting), EDI Annual Report, Self Assessment Report.**

Careers

Have strategic oversight of:

- The development, implementation and delivery of Careers Advice and Guidance, monitoring progress and impact, including overseeing the College's compliance with the Gatsby benchmarks. **Reporting: Careers Annual Report.**

Approve:

- The annual Cross-College Careers Programme, on behalf of the Board. **Reporting: Cross College Careers Programme**

Special Education Needs and Disabilities

Have strategic oversight of:

- The development, implementation and delivery of Special Educational Needs and Disabilities support and initiatives, monitroring progress and impact. **Reporting: SEND Annual Report.**

Carry out the role of:

- The SEND Link (this includes to champion the college's support for students with SEND, including good practice in student engagement; ensure that the board has the information it needs for assurance about the college's practice; and work closely with the named staff SEN lead). **Reporting: Performance Reporting / SEND Annual Report.**

Policies

Recommend:

- Relevant policies relating to the remit of the Curriculum and Quality Standards Committee which require Board / Committee approval, ensuring alignment to the College strategy. **Reporting: Policies.**

Risk

Have strategic oversight of:

- The Strategic Risk Register in relation to those risks under the Committee remit. **Reporting: Strategic Risk Register.**

Other

- To carry out matters in line with the above not specifically referenced, or as the Corporation refers.

Reporting:

The Director of Governance and Compliance will share Chair approved Committee minutes as part of the next Board Meeting for information. This shall be alongside the Chair's update, highlighting key points from the meeting.

Composition:

The Committee shall comprise a minimum of 5 members, the majority of which mucst be Corporation Members. The Committee are able to appoint co-opted members.

The Committee may invite the Corporation's advisers or other third parties to attend meetings as appropriate (such persons shall be entitled to speak at the meeting, but not to vote).

Frequency of Meetings

The Committee will meet not less than 3 times per year, additional meetings may be called where appropriate.

Quorum:

The quorum for meetings shall be 3 members, including Co-opted members – the majority of whom shall be Corporation members.

If the number of Committee members falls below the quorum, the remaining Committee members may temporarily co-opt an additional Committee member(s) in order to meet the quorum, provided that the Director of Governance and Compliance is notified immediately. Where a period of absence is expected to be longer than one meeting, the Governance Committee will be asked to recommend an appropriate governor for temporary appointment to the relevant Committee for Board approval.

Chair:

The Chair of the Committee will be appointed by the Corporation.

In the absence of the Chair and Vice Chair, the Committee will appoint another member to act as Chair for that meeting.

Vice Chair:

A Vice Chair will be appointed by the Committee at the first meeting of each academic year.

Clerk:

The Director of Governance and Compliance (or their nominee in their absence) shall act as Clerk to the Committee.

In the absence of the Clerk, the Committee shall agree temporary arrangements to fulfil the role.

Term of Office:

Appointment of members of the Committee will cease either; at the end of their term of office as a governor or following a review of Committee Membership approved by the Board.

Members may terminate their membership by notice of resignation to the Director of Governance and Compliance.

Other Arrangements:

The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

Papers, unless confidential / where appropriate, will be circulated to all meeting invitees in advance of a meeting.