



## BOARD OF GOVERNORS

### CURRICULUM & QUALITY COMMITTEE

#### TERMS OF REFERENCE

##### 1.0 PURPOSE

- 1.1 The Articles of Government of the College permit the Corporation to "establish a Committee of the Corporation for any purpose or function, other than those assigned elsewhere in these articles to the Principal". The purpose and function assigned to the Curriculum & Quality Committee in this document are **not** assigned elsewhere to the Principal.

The Committee will advise the Corporation on such matters relating to the curriculum of the College and the quality of provision as shown below.

##### 2.0 POWERS AND DUTIES

- 2.1 To oversee:

- The development and character of the Curriculum
- The quality of the learning experience, as reassured by the essential outcomes by which the College should be measuring its success, particularly recruitment, retention and achievement rates among learners
- Academic performance throughout the College, including promoting best practice and monitoring areas of weaker performance
- Quality assurance matters generally
- Make recommendations to the Board on the Institution's Quality Strategy
- Periodically review the Institution's educational character and mission every three years and make recommendations to the Board
- and consider the Safeguarding & Promoting Welfare for Children & Vulnerable Adults Policy
- reports from the Learner Voice Committee
- to review risks allocated to the Committee under the Colleges Risk Management Framework

##### 3.0 MEMBERSHIP

- 3.1 The membership of the Committee will be:

- **At least six** members of the Corporation including the Principal.

- **There is provision for 3 Co-opted Members if required to enhance the expertise on the Committee.**

#### **4.0 CHAIR AND VICE CHAIR**

- 4.1 At the first meeting of the yearly Committee cycle, the Committee will appoint a Chair and Vice Chair from among its members

#### **5.0 QUORUM**

- 5.1 A quorum will be three members of the Committee.

#### **6.0 PROCEEDINGS OF MEETINGS**

- 6.1 The Committee will meet at least once per term and more frequently, if required. Additional meetings will be called by the Chair of the Committee. Meetings will be clerked by the Clerk to the Corporation, who will also maintain the official record of the meetings, minutes and attendance of the Committee.
- 6.2 Meetings will be open to the public to attend by application to the Clerk or Chair at least four days before the meeting and subject to the requirements of necessary confidentiality.

#### **7.0 MINUTES**

- 7.1 Minutes of the Committee meetings will be prepared by the Clerk to the Corporation in consultation with the Chair of the Committee. They will be circulated with the agenda for the next scheduled meeting for approval by the Committee and signature by the Chair.

#### **8.0 REPORTING**

- 8.1 The Committee will report to the full Corporation Board.

#### **9.0 TERMS OF REFERENCE**

- 9.1 The Review of the Terms of Reference will be every 2 years or earlier as required.