



THE WINDSOR FOREST COLLEGES GROUP CORPORATION

QUALITY & CURRICULUM COMMITTEE

TERMS OF REFERENCE

1.0 PURPOSE

- 1.1 The Committee will advise the Corporation on such matters relating to the curriculum of the College Group, the quality of provision and listening and responding to the student voice as shown below.

2.0 POWERS AND DUTIES

- 2.1 To oversee:

2.1.1 The development and character of the Curriculum and the periodic review of the College Group's educational character and mission and to make recommendations to the Corporation

2.1.2 The quality of the learning experience, as reassured by the essential outcomes by which the College Group should be measuring its success, particularly recruitment, retention and achievement rates among learners and the views of its learners.

2.1.3 Academic performance throughout the College Group, including promoting best practice and monitoring areas of weaker performance

2.1.4 Quality assurance matters generally

2.1.5 Recommendations to the Board on the Institution's Quality Strategy

2.1.6 The Safeguarding & Promoting Welfare for Children & Vulnerable Adults Policy and Prevent matters

2.1.7 Matters received from the Learner Voice Committees

2.1.8 The Equality Position Statement and to recommend Equality Impact Targets relating to learners.

2.1.9 Risks allocated to the Committee under the College Group's Risk Management Framework

3.0 MEMBERSHIP

- 3.1 The membership of the Committee will be:

3.1.1 Around eleven members of the Corporation including the Group Principal/CEO.

3.1.2 Provision for 3 co-opted individuals if required to enhance the expertise on the Committee.



3.2 All members of the committee shall be eligible to vote.

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 amongst their number.

4.2 The Chair and the Vice Chair shall each hold office for one year, but shall be eligible for re-appointment thereafter.

5.0 QUORUM

5.1 Meetings of the Committee will be quorate if at least three of the members of the Committee are present.

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.

6.2 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.

6.3 In accordance with the Instrument and Articles of Government (1h), presence at the meeting may include by phone or video conference facilities.

6.4 All matters to be decided at a meeting of the Committee will, unless there is clear unanimity on that matter, be decided by a majority of the members present and voting.

6.5 Non-confidential sections of meetings will be open to the public to attend by application to the Clerk or Chair at least four days before the meeting, subject to the requirements of necessary confidentiality.

7.0 REPORTING

7.1 The Committee will report to the Corporation.

8.0 TERMS OF REFERENCE

8.1 The Review of the Terms of Reference normally will be every 2 years.