

CURRICULUM AND STUDENT MATTERS COMMITTEE

TERMS OF REFERENCE

- 1. Constitution** - The Governing Board hereby resolves to adopt the following Terms of Reference for the Curriculum and Student Matters Committee.
- 2. Objective** - The Committee shall ensure that the Governing Board is kept fully advised and informed on key issues relating to the College's curriculum management and student services with an emphasis on quality improvement and monitoring the quality and standards of teaching and learning and key performance indicators.
- 3. Membership**
 - 3.1** The Committee shall be appointed by the Governing Board and shall consist of a minimum of five Governors.
 - 3.2** The Chair and Vice Chair(s) of the Governing Board and the Principal, if they are not already members of the Committee, shall be ex-officio members who may attend the Committee at their discretion.
 - 3.3** The Chair of the Committee shall be a Governor, appointed by the Board. The Chair shall remain in post until the end of their term of office as a Governor, at which time the Board may re-appoint the Chair for a further period of the same duration as their re-appointment as a Governor. The Chair will remain in post until such time as the appointment of Chair is reconsidered. Whilst it is not a requirement, the Committee may also appoint a Vice Chair or Co-Vice Chairs if it determines that this would be a benefit to the Committee for matters such as succession planning in relation to the role of Chair.
 - 3.4** The terms of office of members of the Committee shall be the remainder of their term of office as a member of the Governing Board. Re-appointment to the Governing Board shall also constitute re-appointment to the Committee unless the Governing Board determines otherwise. Co-opted members may be appointed for a period of up to four years. Co-opted Advisors shall be appointed for a term of office of one year, which may be renewed by the Board.

3.5 Co-opted Members or Advisors may be appointed as required, subject to approval by the Governing Board.

4. Quorum

4.1 A quorum shall be three members.

5. Attendance at meetings

5.1 The Senior Managers who are responsible to the Principal for the control of the curriculum and for student matters within the College shall normally attend meetings at the invitation of the Committee, and the Committee shall have the authority to invite such other persons to attend meetings as may be desirable and necessary. Senior Managers and others need only attend those parts of the meeting of relevance to them.

5.2 Governors who are not members of the Committee shall attend as appropriate to their personal development. Other Governing Body members shall have a right of attendance, save that the Committee may, when they are satisfied that it is appropriate, meet without the staff or student members being in attendance.

5.3 The Clerk to the Governing Body shall be Clerk to the Committee.

6. Frequency of meetings

6.1 Meetings shall be held not less than 3 times a year.

7. Authority

7.1 The Committee is authorised by the Governing Board to seek any information it requires from any employee of the College and employees of the College are directed to cooperate with any request made by the Committee.

7.2 The Committee is authorised by the Governing Board to obtain outside legal or other independent professional advice for its deliberations up to a limit of £3,000 per annum, and to secure the attendance of outsiders with the relevant experience and expertise, if it considers this necessary.

8. Responsibilities

The main responsibility of the Committee shall be to advise the Governing Board in relation to curriculum and student matters.

8.1 Strategic Responsibilities

- (1) To recommend to the Governing Board annually strategic objectives for curriculum and student matters.
- (2) To monitor and review progress towards the strategic objectives for curriculum and student matters.
- (3) To monitor performance against agreed key performance indicators.

8.2 Specific Responsibilities

- (1) To receive and monitor performance outcomes relating to any national funding agency or quality agency models. To receive and monitor performance outcomes against published national benchmarking data with particular reference to:
 - retention rates;
 - achievement rates.
 - success rates;
 - destinations
 - value added and other new measures
- (2) Monitor the performance of Apprenticeship provision against published national benchmarking data with particular reference to:
 - retention rates;
 - timely success rates
 - overall success and achievement rates
- (3) Monitor and advise the Governing Board on the effectiveness of the Higher Education provision and quality assurance processes;
- (4) To monitor curriculum performance against the quality improvement plan and the strategic plan and to ensure that action is taken

- (5) To discuss, approve and monitor progress against the College's targets for student recruitment, retention, achievement and progression; and to ensure that action is taken to address any identified weaknesses.
- (6) To receive any curriculum related item to be considered by the Governing Board in order that detailed proposals and recommendations may be put forward for discussion.
- (7) To receive and approve the College self-assessment report and monitor the quality improvement plan.
- (8) To discuss and approve college strategies for widening participation and equality of opportunity.
- (9) To make recommendations on changes in curriculum plans or any amendments to the priorities within them.
- (10) To take a strategic overview of curriculum and quality issues.
- (11) To monitor the quality of teaching and learning across the institution, using both quantitative and qualitative data/information.
- (12) To ensure that the College has developed and implemented effective systems for engaging with monitoring and raising the standards of services to students, employers and all other stakeholders.
- (13) To receive Learner Voice and other relevant Student Surveys and stakeholder surveys

8.3 General

- (1) To receive, and advise the Governing Board on any relevant reports from external agencies.
- (2) To provide advice on such curriculum and student issues as the Governing Board may request from time to time.

9. Reporting Procedures - the Clerk to the Governing Body shall circulate minutes of the meetings of the Committee to all Governing Board Members.

DELEGATIONS

Policy / decision	Role of Committee	Board Approval required
Admissions Policy	Approve	No
Careers Strategy	Approve	No
Careers Strategy Update	Review	No
Committee Minutes	Approve	No
Committee Terms of Reference	Review and Recommend	Yes
Complaints Report (annual)	Review	No
Curriculum KPI Dashboard (termly)	Review	No
Curriculum KPI Dashboard (termly)	Review	No
Curriculum Plan	Review	No
Curriculum and Quality Update (termly)	Review	No

Policy / decision	Role of Committee	Board Approval required
HE Annual Monitoring Report	Review and Recommend	Yes
Learner Voice Reports	Review	No
Link Visit Feedback Form	Approve	No
Link Visit Scheme	Approve	No
Safeguarding Report (Annual)	Review and Recommend	Yes
SAR and QIP	Review and Recommend	Yes
Stakeholder Reports (e.g. Employers)	Review	No
Student Achievement Reports	Review	No
Student Disciplinary and Suspension Procedures	Approve	No

Approved by the Governing Board: 7 December 2021