

**Terms of Reference CURRICULUM PERFORMANCE & REVIEW Committee**

<b>Date of Authority</b> (Reviewed annually):	<u>Last reviewed by:</u>  Corporation: 15 December 2021 Committee: 30 March 2022
<b>Type of Responsibilities:</b>	Advisory to the Governing Body
<b>Current Chair</b>	Jackie Pearson

<b>Membership:</b>	<b>Up to 8 Members of the Corporation</b>  Notes: 1. The Committee shall include the Principal and CEO. 2. Membership shall include two Student Governors and One Staff Governor. 3. Governors who are not members of the Committee have the right to attend meetings except where the Committee goes into confidential session. 4. The membership of the Committee will be reviewed annually at the first full meeting of the Corporation for the academic year.
<b>Quorum:</b>	<b>A quorum shall be 3 members.</b>  Notes: 1. If the number of members of the Committee assembled for a meeting of the Committee does not constitute a quorum, the meeting shall not be held. 2. If in the course of a meeting of the Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith. 3. If, for the lack of a quorum, a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he or she thinks fit, cause a special meeting to be summoned as soon as practicable (there does not need to be seven-day notice period on condition the agenda is not modified from that of the meeting that was not quorate).
<b>Appointment of Chair</b>	<b>Appointment of the Chair is by the Corporation.</b>  Notes: 1. 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.

<b>Term of Office:</b>	<b>Four Years</b>
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	<p>Notes:</p> <ol style="list-style-type: none"> <li>1. Terms of office for the Committee Chair will reflect their Terms of Office as a Governor, unless stipulated otherwise or they resign from the role.</li> <li>2. A vacancy which arises during the period of office of the Committee will be filled by the co-option of an independent member of the Corporation by the Chair of the Search and Governance Committee. Search and Governance would consider the matter at their next meeting and make a permanent appointment.</li> </ol>
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<b>Frequency of Meetings:</b>	<p><b>Termly – Meetings will be a minimum of 3 times per academic year.</b></p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. All meetings of the Committee will be summoned by the Clerk who shall send to the members written notice of the meeting and a copy of the agenda at least seven days in advance of the meeting.</li> <li>2. A special meeting of the Committee may be called by the Committee Chair.</li> <li>3. A special meeting of the Committee may be called by the Committee Chair.</li> </ol>
<b>Minutes:</b>	<p><b>Draft Minutes approved by the Chair of the Committee.</b></p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. The draft minutes of each meetings shall be approved by the Committee chair and presented as such to the Corporation for recommendations and information.</li> </ol>

## OVERVIEW

The Committee will contribute to strategic plans by making recommendations and proposals relevant to its own activities, specifically: quality of provision, employer responsiveness, enrolment plans, needs analysis, quality assurance strategies and plans and marketing plans. Once the Corporation agrees the plans and objectives the Committee will monitor the progress of those aspects.

This Committee will be particularly concerned with that responsibility of the Corporation which is the determination of the educational character and mission of the institution and the oversight of its activities.

## DELEGATED AUTHORITY & RESPONSIBILITIES

To oversee and monitor the quality of the learning experience across all provision.

1. To oversee and monitor the quality of the learning experience across all provision.
2. To monitor the safeguarding arrangements for the College and to receive reports on safeguarding activities each term.
3. To monitor student disciplinary arrangements and to review reports on disciplinary activities each term.
4. To monitor the impact of Equality and Diversity strategies on learner outcomes.
5. To approve and review the Curriculum Plan annually ensuring that the needs of the labour market, employers and our communities are met.
6. To approve and keep under review the Quality Improvement Plan ensuring that continuous improvement is made.
7. To review and monitor headline targets set to deliver excellence for retention, achievement, success rates using where appropriate benchmarks, trend data, student and employer feedback and other comparators, prior to their approval by the Corporation.
8. To review the College's draft SAR prior to its approval by the Corporation
9. To receive reports on student progress including enrolments, attendance, value added, destinations and other key indicators.
10. To review and report to the Corporation on the progress of actions to widen participation, to promote equality and diversity and to create an inclusive learning environment.
11. To receive reports and review and approve or recommend to Corporation policies and strategies relating to: The Student Voice, Employer Voice, Safeguarding and Child Protection, Higher Education, 14-16, Information Advice and Guidance, Employer Responsiveness, and the Educational Case for Property Strategy.
12. To receive reports regarding the Marketing and Communications Strategy so as to improve the reputation and identity of the College.
13. To monitor national and local developments in order to ensure the College offer is on line with priorities.
14. To review preparations for College inspections and reviews and monitor progress on post-inspection action plans
15. To monitor the College FE Commissioner Action Plan until superseded.
16. To receive the minutes of any Sub Committee or Working Group set up as a task and finish group.
17. To monitor the strategic plan in accordance with the work delegated to this Committee by the Corporation.
18. To review the business of the meeting to ensure that any emerging risks have been identified for inclusion on the risk register.

## **FLEXIBILITY**

1. External experts may also be co-opted to serve the Committee if so required.
2. The Committee can also appoint subcommittees and working groups to undertake its duties on a task and finish basis, but in all instances the task and finish group will report back to the SPEC. The final decision/recommendation of any such task and finish group will be made to the Corporation by the Committee.
3. Other meetings may take place as and when necessary. Between meetings the Chair of the Committee will be a liaison link with the relevant Senior Postholders within the College on matters that arise which may affect the performance and/or curriculum development of the College
4. Where a Special Committee shall be approved membership shall be approved at the next appropriate Corporation meeting.

5. The Committee shall be entitled to go into confidential session and exclude any, or all, participants and observers.