

TEACHING AND LEARNING COMMITTEE
Terms of Reference

<p>Date of Authority (Reviewed annually):</p>	<p><u>Last reviewed by:</u> Governance, Nominations and Rem Committee: 21 Feb 24 Corporation approval: 27 March 2024</p>
<p>Type of Responsibilities:</p>	<p>Advisory to the Corporation with limited delegated authority as set out in the scope below</p>
<p>Current Chair</p>	<p>Jackie Pearson</p>
<p>Membership:</p>	<p>Up to 8 Members of the Corporation</p> <ol style="list-style-type: none"> 1. The Committee shall include the Principal and CEO. 2. Membership shall include at least one Student Governor 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.
<p>Quorum:</p>	<p>The quorum shall be 3 members, of which 2 shall be independent governors.</p> <p>If the Committee membership falls below the quorum, the Committee shall abide by the rules set out in the Standing Orders.</p>
<p>Appointment of Chair</p>	<p>Appointment of the Chair is by the Corporation for a period of up to four years.</p> <ol style="list-style-type: none"> 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. 2. 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 3. 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 Governance, Nominations and Remuneration Committee. The Corporation will consider the matter at their next meeting and make a permanent appointment.
<p>Frequency of Meetings:</p>	<p>Meetings will be scheduled a minimum of 3 times per academic year.</p> <p>A special meeting of the Committee may be called by the Committee Chair.</p>

Minutes:	The draft minutes of each meeting shall be approved by the Committee chair and presented as such to the Corporation for recommendations and information.
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OVERVIEW

The Committee will contribute to the Corporation’s oversight of the achievement of its strategic objectives by providing scrutiny and making recommendations relevant to its activities, specifically: quality of education and the student experience across all provision; safeguarding, equality, diversity and inclusion, meeting local skills needs and employer responsiveness, , quality assurance strategies and marketing and student recruitment plans.

This Committee will be particularly concerned with those responsibilities of the Corporation under the Article (3.i). which are

- a) the determination of the educational character and mission of the institution and the **oversight of its activities.**
- b) Approval of a quality strategy

SCOPE OF RESPONSIBILITIES AND DELEGATED AUTHORITY

1. To oversee and monitor the quality of the learning experience across all provision, including study programme, apprenticeships, T Levels, SEND and High Needs, ESOL, alternative provision, adult learners and higher education.
2. To monitor student attitudes and behaviour To receive reports on the personal development of students, including student voice and other engagement activities, careers development, student wellbeing, student survey outcomes and destinations.
3. To monitor the impact of Equality and Diversity strategies on learner outcomes and 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
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5. To approve and keep under review the College Improvement Plan ensuring that continuous improvement is made.
6. To review and monitor relevant KPIs and 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.
7. To review the College’s draft self-assessment report prior to its approval by the Corporation
8. To receive reports on student progress including applications, enrolments, attendance, value added, destinations and other key indicators.
9. To approve the College Complaints Policy on behalf of the Corporation and to receive an annual complaints report.
10. To approve or recommend to Corporation policies and strategies relating to the quality of education and the student experience,, Higher Education, 14-16, Information Advice and Guidance To receive reports regarding the Marketing and Communications Strategy so as to improve the reputation and identity of the College and increase student recruitment.
11. To monitor national and local developments in order to ensure the College offer is on line with priorities.
12. To review preparations for College inspections and reviews and monitor progress on post-inspection action plans
13. To monitor the College FE Commissioner Action Plan until superseded.

14. To receive the minutes of any Sub Committee or Working Group set up as a task and finish group.
15. To monitor the strategic plan in accordance with the work delegated to this Committee by the Corporation.
16. 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 Committee. The final decision on any recommendation of the 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 staff within the College on matters that arise which may affect the educational performance and/or curriculum development of the College
4. The Committee shall be entitled to go into confidential session and exclude any, or all, participants and observers.