



Committee

Terms of Reference

Committee	Quality and Standards
Version	Version 3.0
Approved by	Quality & Standards Committee – 8 th October 2024
Date approved	15 th October 2024
Lead responsibility	Quality and Standards Committee Chair

1. Purpose

- 1.1. The Articles of Government allow corporations to establish committees for any purpose or function (other than those assigned to the CEO/Principal or Clerk – Head of Governance) and may delegate powers to such committees. The AoC Code of Good Governance outlines the need for corporations to:
 - Foster exceptional teaching and learning.
 - Ensure effective underpinning policies and systems which facilitate the student voice.
 - Meet and aim to exceed its statutory responsibilities for equality and diversity.
 - Be responsive to workforce trends by adopting a range of strategies for engaging with employers and other stakeholders.
- 1.2. The purpose of the Committee is to advise the Corporation Board on the quality of teaching, learning and assessment for the College. To include oversight of the College's Quality Improvement Plan, and Improving Teaching, Learning and Assessment Policy, which aims to improve the learners' experience and raise achievement levels.
- 1.3. To consider and ensure that the quality and standards are aligned with the College's Annual Accountability statement.
- 1.4. To challenge, support and hold to account the leadership team on matters of educational quality and the student experience, seeking continual improvement through receiving and challenging the annual self-assessment review and quality improvement plan.

2. Remit

- 2.1. The responsibilities of the Committee are identified below:
 - 2.1.1 To advise the Corporation Board on matters concerning the quality and effectiveness of the education and apprenticeship provision.
 - 2.1.2 To monitor the impact of and approve the implementation of the educational quality assurance improvement strategies across the College.
 - 2.1.3 To review and evaluate Key Performance Indicators in relation to quality of teaching and learning, curriculum delivery and outcomes, challenging and agreeing remedial actions when required.
 - 2.1.4 To advise the Corporation Board on matters concerning the quality of education.
 - 2.1.5 To receive and comment on the College's annual self-assessment reports, identifying significant trends and risks in relation to performance, and recommend the reports and Quality Improvement Plan to the Corporation Board for approval.
 - 2.1.6 To review progress of the current Quality Improvement Plan and other reports related to quality and achievement, reporting exceptions to the Corporation Board, including the extent of achievement against targets and the impact upon learners' retention, achievement, their progress and progression.
 - 2.1.7 To review performance against relevant national and sector performance data and consider the trends in the College's performance year on year.

- 2.1.8 To consider reports on learners' experiences of their teaching, learning and assessment, including the review of learners' responses to surveys and questionnaires.
- 2.1.9 To support Ofsted or other regulatory inspections, both through discussing the approach and specifically providing input and presence as required.
- 2.1.10 To consider the implications arising from changes to quality related national policy and guidance.
- 2.1.11 To contribute, as required, to the Corporation Board's discussions on Strategy and Risk Management relating to areas within the Committee's remit.
- 2.1.12 To contribute to such matters the Corporation Board may refer to the Committee from time to time.

3. Authority

- 3.1. The Committee is established in accordance with paragraph 4 of the Articles of Government of Derwentside College Further Education Corporation. Its name shall be the Quality & Standards Committee ("the Committee").
- 3.2. The Committee is a committee of Derwentside College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instrument and articles of government and for complying with the other legislation to which it is subject. The Terms of Reference of the Committee may be varied at any time by the Corporation.
- 3.3. The Corporation Board has granted the Committee full delegated decision-making powers in relation to the detailed responsibilities listed in point 2.
- 3.4. The Committee shall undertake an annual review of its performance and the terms of reference and recommend any changes to the Corporation Board for approval.

4. Composition

- 4.1. The Committee shall comprise up to six members appointed by the Corporation Board.
- 4.2. The Committee should include the Principal and Chief Executive, Deputy Principal and if possible, a Learner Representative (this individual can be a governor or a co-optee).
- 4.3. Co-opted members with the relevant expertise may be appointed.

5. Frequency of Meetings

- 5.1. The Committee will meet not less than four times per year.

6. Quorum

- 6.1. The quorum for meetings shall be three members, including co-opted members – the majority of whom shall be Corporation members.

7. Chair

- 7.1. The Chair of the Committee will be appointed by the members of the Committee/appointed by the Corporation for a term of four years. The retiring Chair will be eligible for re-appointment.
- 7.2. In the absence of the Chair from a meeting, the Committee will appoint another member to act as Chair for that meeting.

8. Clerk

- 8.1. The Head of Governance shall act as Clerk to the Committee.

9. Term of Office

- 9.1. Appointments of members of the Committee will cease at the end of their term of office as a Governor, although they will be eligible for re-appointment if their membership of the Corporation is renewed. Co-opted members will be appointed for a term of one year and will be eligible for re-appointment if their membership is approved by the Corporation. Members may terminate their membership by notice of resignation to the Head of Governance.

10. Other Arrangements

- 10.1. The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.
- 10.2. Papers, unless otherwise confidential, will be placed on the Governors' SharePoint site. The Committee shall report to the Corporation by circulating minutes.

11. Review

- 11.1. This document shall be reviewed on an annual basis and presented to the Corporation Board for approval.