

SOUTH DOWNS COLLEGE
Standards & Quality Committee
Terms of Reference
(APPROVED NOVEMBER 2015)

1. Membership

The membership will comprise the Principal plus 6 other members.

Membership may include up to 2 co-opted members who are not Governors but have relevant skills or experience.

2. Quorum

The quorum shall comprise 3 Members of the Committee, two of whom must be College Governors, if the Committee has co-opted members at the time.

3. Purpose

The Standards and Quality Committee is required to lead the Corporation on all strategic and policy matters relating directly to students, the curriculum, quality and standards of the College, in accordance with the Articles of Government.

4. Appointment of Chair

The Committee will elect a Chair and Vice-Chair

5. Officers in Attendance

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting.

All persons In Attendance shall have no voting rights.

6. Meetings

- i) The Committee shall meet as and when necessary for the proper discharge of its responsibilities, but shall meet at least three times per year.
- ii) The Clerk to the Corporation shall act as Clerk to the Committee.
- iii) All responsibilities of the Committee will be subject to the Corporation's approved Scheme of Delegation. Consequently, all decisions of the Committee shall be referred to the Corporation for confirmation, except those specifically delegated, which shall be reported to the Corporation.
- iv) There will be an annual schedule of business to enable Governors to identify when they will receive key items of business – **see Appendix 1**. This schedule is intended to be flexible to meet business needs. Items which are highlighted will be given priority.

7. Terms of Reference

Activity		How
College Mission and Strategy		
(i)	To ensure that the Strategic Plan provides appropriate direction in relation to the curriculum, students and learning, and is responsive to identified learning needs for	Scrutiny of the Strategic Plan to ensure that it: <ul style="list-style-type: none">• Reflects the Corporation's agreed Mission;

Activity	How
individuals, business and the community.	<ul style="list-style-type: none"> • Addresses the needs of learners based on appropriately analysed data; • Offer a broad and balanced curriculum and related support; • Reflects the views of all stakeholders.
(ii) To review and monitor procedures to ensure that the College's curriculum is delivered in accordance with the Strategic Plan.	Receipt of regular reports on curriculum performance in the context of strategic objectives and targets.
Setting Objectives and Targets	
(iii) To advise on the process by which the College sets targets for student recruitment, retention and achievement, and to propose to the Corporation appropriate targets and performance indicators, and monitoring outcomes in relation to these.	Receipt of regular reports on processes and outcomes for target-setting, against agreed comparators and national context.
(iv) To review and monitor student performance (as reported externally and internally) through recruitment, retention and achievement.	Receipt of regular reports on student recruitment, retention and achievement against agreed targets and comparators.
(v) To review benchmarking data on the performance of the College's educational provision and agree appropriate strategies to address issues arising from this.	Receipt of regular reports on the benchmarking of College performance.
Quality Management	
(vi) To review annually the College's Quality Strategy and make formal recommendations on this to the full Corporation.	Consideration annually of the appropriateness of the College's Quality framework in the context of College developments and best practice.
(vii) To advise on and monitor the College's Quality Assurance System (QA) and on the priorities that should be addressed through QA systems, and make recommendations to the Corporation.	Receipt of reports on key aspects of the QA system and to agree the priorities and focus of attention based on the issues arising from scrutiny of College performance, self-assessment and inspection outcomes.
(viii) To receive and consider self-assessment and inspection reports, to recommend these to the Corporation for approval, and to monitor any action plans arising from them.	Scrutiny of all self-assessment and inspection reports to ensure that: <ul style="list-style-type: none"> • They are evaluative ; • They are based on a appropriate evidence; • The conclusions are sound; • Agreed action is likely to result in the required improvements; • Follow-up monitoring is leading to required outcomes.
(ix) To review and monitor the quality of the learner experience, including pastoral care.	Receipt of regular reports on all aspects of curriculum and student support, focussing on key outcomes.

Activity	How
(x) Review, on an annual basis, and approve revisions to the College Charter and the College arrangements available for students with learning difficulties or disabilities, and recommend any revisions to the Corporation.	Annual review of Charter and arrangements for students with learning difficulties, in the context of the current College priorities and the agreed Mission.
(xi) Review the analysis of student, employer and parental survey on perception of College and draw the attention of the Corporation to matters of concern.	Receipt of reports on regular surveys undertaken by the College to assess stakeholders' views to ensure that they are used in strategic analysis.
(xii) Receive and monitor, on an annual basis, information in relation to complaints and compliments and feedback from stakeholders draw any trends to the attention of the Corporation as necessary.	Receipt of an annual report on complaints and feedback to inform strategic analysis.
Curriculum and Quality Related Issues	
(xiii) To review and monitor: a) The College's Teaching and Learning strategy b) The College's Marketing Strategy. c) The College's Employment Engagement Strategy. d) The College's ILT operational and strategic plans. e) The College's Learner Involvement Strategy	Annual review of key College strategies related to curriculum to ensure that: <ul style="list-style-type: none"> • Agreed improvement actions have taken place and their impact has been assessed; • Development plans have been established for the coming period; • All identified developments reflect the College's strategic objectives, local and national context and, where necessary, any legislative issues.
(xiv) To advise the Corporation on Equality & Diversity requirements as they relate to student and curriculum issues and to monitor the College's Equality & Diversity arrangements in relation to students and curriculum.	Receipt of an annual Equality & Diversity Report and regular updates.
(xv) To advise the Corporation on Safeguarding issues, including statutory duties in relation to Safeguarding and the Board's PREVENT duties.	Receipt of an annual report on Safeguarding, including PREVENT, and regular updates.
(xvi) To provide a panel of members to take part in student disciplinary processes, as set out in the College procedures, if required.	As required
(xvii) To deal with any matters specifically referred to the Committee by the Corporation.	As required

8. Review of Terms of Reference

These Terms of Reference shall be subject to a formal **annual** review.

STANDARDS & QUALITY COMMITTEE – ANNUAL SCHEDULE OF BUSINESS

AGENDA ITEM
Autumn Term
Annual Election of Chair & Vice-Chair
Review of Terms of Reference and schedule of business
Student Enrolments current year
Student Achievements and outcomes in the previous year
Annual HE Report including the Learner Voice in HE
Ofsted Update
Key College Performance Indicators
National Developments
Policies for Review/Approval
Autumn Term
Annual Self-Assessment Report & Quality Improvement Plan
Teaching, Learning and Assessment Report for the previous year
Termly Employer Engagement Report
Ofsted Update
Learner Survey Report
Annual Safeguarding Report
Key College Performance Indicators
Reports on curriculum areas
National Developments
Policies for Review/Approval
Spring Term
Update on College's Quality Improvement Plan
Annual Equality & Diversity Report -students and curriculum
Annual Complaints Analysis
College Marketing Strategy including Admissions, Marketing and Progression Report
Key College Performance Indicators
Student Destinations Report for the previous year
Term 1 Teaching, Learning and Assessment Report
Termly Employer Engagement Report
Student Services Report
Curriculum Planning for the coming year
Learner Involvement Strategy/Learner Voice issues
Safeguarding Update
Ofsted Update
Reports on curriculum areas
Review of curriculum and quality risks
National Developments
Policies for Review/Approval
Summer Term
Annual update of business schedule
Review of Terms of Reference
Formal annual review of College's Quality Strategy
Update on College's Quality Improvement Plan
Curriculum Planning for following year and Current Applications status, including review FT and PT provision

Termly Employer Engagement Report
Term 2 Teaching, Learning & Assessment Report
College Marketing Strategy including Admissions, Marketing and Progression Report
Student Services Report
Learner Involvement Strategy/Learner Voice issues
Safeguarding Update
Ofsted Update
Review of the Committee's performance in respect of the Code of Good Governance in respect of the learner voice, employer & stakeholder engagement, equality & diversity and fostering exceptional teaching and learning
Reports on curriculum areas
Review of curriculum and quality risks
National Developments
Review of the College Charter or related document
Policies for Review/Approval