

CCG CURRICULUM & QUALITY COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Committee is to oversee the quality of education and outcomes for learners across Chichester College Group. In addition, the Committee is responsible for overseeing the development of the curriculum to ensure that it meets the local need and the needs of stakeholders.

The Committee will review all provision delivered by Chichester College Group including:

- Education programmes for young people
- Apprenticeships
- Adult learning programmes
- Learners with high needs
- Behaviours and attitudes
- Personal development
- Higher education
- International

Membership

The membership of the Curriculum & Quality Committee will comprise up to seven external Governors, the Chief Executive, Staff and Student Governors.

The Corporation may appoint up to three Co-opted Members to meet the skill needs of the Committee.

Meetings, Quorum and Attendance

The Curriculum & Quality Committee shall meet at least once a term. Additional special meetings may be called as necessary, in agreement with the Chair.

The quorum for the Committee is six. To be quorate there must be a minimum of three external Governors.

The Executive Principal will be in attendance to report at Committee meetings. They will not a member of the Committee and will not have voting rights. The Committee will have a primary role in holding the Executive Principal to account for quality and curriculum matters.

The College Principals will be attendance at the Committee meetings.

The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary. This will normally include the relevant senior managers. They will not be members of the Committee and will not have voting rights.

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The Clerk to the Corporation will act as Clerk to the Committee, assisted by the Governance Officer.

The Committee annual schedule of business is attached at Appendix 1. The schedule is intended to be flexible to meet the needs of the business.

Committee Chair

The Chair of the Committee will be appointed by the Corporation and will be an independent member of the Corporation. Co-opted Members may not hold the position of Chair.

The Chair of the Committee will have the requisite skills and expertise to understand the reports presented and hold the Leadership Team to account.

Terms of Reference

- a) To establish, recommend to the Board and monitor progress against relevant key performance indicators for all types of provision offered by the College Group
- b) To ensure the curriculum makes a strong contribution to the local skills need.
- c) To monitor the progress and performance of groups of learners to eliminate gaps in achievement. To review activities associated with supporting students.
- d) To review and oversee any outcomes of internal and external quality assurance inspections, student satisfaction surveys, employer surveys, complaints reports and progression and destinations reports.
- e) To oversee the quality framework, the associated quality processes and outcomes relating to the quality of teaching, learning and assessment.
- f) To monitor how the College Group meets the local and regional skills and social needs of the community through its curriculum provision and social action.
- g) To review the Group’s Accountability Agreement and make recommendations to the Corporation as appropriate. To monitor progress against objectives in the Agreement.
- h) To oversee collaboration and engagement with stakeholders to ensure the range and content of provision at the College Group is aligned with local, regional, and national priorities.
- i) To review the impact of continuous professional development on the quality of education and student outcomes.

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- j) To oversee the College’s self-assessment processes, to recommend self-assessment outcomes to the Corporation for approval and to monitor action plans arising from them.
- k) Keep under review the principal criteria of the Education Inspection Framework, the Office for Students and Tier 4 and consider reports on their implications for any action that may be necessary on the part of the College Group.
- l) To have oversight and monitor the effectiveness of the College Group’s safeguarding and wellbeing arrangements.
- m) Any such other matters as the Corporation may from time to time refer to the Committee.
- n) To review the Committee’s operations and effectiveness biennially, together with the Terms of Reference and Annual Plan and make recommendations for changes to the Corporation.

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