

Meeting	Curriculum, Quality and Students Committee				Date	21 June 2022		
Report Title	Terms of Reference and Committee Self assessment							
Author	Director of Governance							
Report Type	Strategic		Administrative	x	Monitoring		For Information	
Action Required	Approve		Recommend	x	Discuss		Note	
Executive Summary of Main Issues: 1. The Terms of Reference should be reviewed annually to ensure that they are fit for purpose and reflect the committee’s responsibilities. 2. No changes are recommended this year. Membership will be kept under review with recruitment to the Corporation taking place over the next few months. 3. The self-assessment follows the same format as 20-21 with the inclusion of student experience and outcomes in HE. Governors are invited to discuss the committee’s performance and complete the evaluation which will feed into the overall Corporation self-assessment and preparation for the external review of governance.								
Recommendation: The Committee is invited to note the terms of reference. All Members are asked to complete the self-evaluation								

Risk Management Implications	Explanatory Note
Impact on learners/curriculum	
Financial	
Human Resources	
Legal/ Statutory Compliance	To have the necessary policies in place, in accordance with the college's Articles of Government.
Equality & Diversity/ Safeguarding	
Governance	To carry out the function of governance requires members with the right skills and experience
Reputational	

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NEW CITY COLLEGE CORPORATION CURRICULUM, QUALITY & STUDENTS COMMITTEE

TERMS OF REFERENCE

1 Origin & Name

- 1.1 The Articles of Government allow corporations to establish committees for any purpose or function (other than those assigned to the Group Principal & CEO or Clerk) and may delegate powers to such committees. The Code of Good Governance for English Colleges outlines the need for corporations to:
- (i) Foster exceptional teaching and learning.
 - (ii) Ensure effective underpinning policies and systems, which facilitate the student voice
 - (iii) Meet and aim to exceed its statutory responsibilities for equality and diversity
 - (iv) Be responsive to workforce trends by adopting a range of strategies for engaging with employers and other stakeholders
- 1.2 The Committee is established in accordance with paragraph 4 of the Articles of Government of New City College Further Education Corporation. Its name shall be the Curriculum, Quality and Students Committee ("the Committee").
- 1.3 The Committee is a committee of the New City 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 instruments 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.

2 Objectives

On behalf of the Corporation the Committee will:

- 2.1 Oversee and monitor the processes for the maintaining and improvement in quality and curriculum planning in-line with the educational character and mission of the College, as agreed by the Corporation
- 2.2 Monitor equality and diversity and safeguarding and Prevent issues, ensuring that the college's activities in these areas conform to current good practice and statutory requirements, where applicable.
- 2.3 To scrutinise collaborative provision monitoring activities and make recommendations to inform future strategies.

3 Terms of Reference

- 3.1 To consider the implications of curriculum related national policy/guidance which may periodically be issued; and to advise the Board as appropriate.
- 3.2 To review the range and responsiveness of the College's curriculum offer on an annual basis and make recommendations to College management on changes and developments.
- 3.3 To oversee the development of the College's quality strategy and policy, for approval by the Board; and to receive reports on internal quality reviews and to monitor subsequent actions.
- 3.4 To review reports and any accompanying action plan from the Higher Education Committee relating to the continuous improvement of Higher Education (HE) and to make a recommendation to the Corporation regarding assurances to be given to the Office for Students (formerly the Higher Education Funding Council for England) about the student academic experience, student outcomes and degree standards
- 3.5 To review and monitor strategies for engaging with employers and other stakeholders in order to remain responsive to workforce trends.
- 3.6 To oversee the raising of standards by setting targets and agreeing performance indicators; and monitoring progress, including against sector benchmark data for student retention, attendance, success achievement and progression.
- 3.7 To review and raise standard of the student experience through engagement with and feedback from students to inform future strategies for further improvement.
- 3.8 To consider the outcomes of surveys of student/client satisfaction, complaints and appeals and to make recommendations to College management and the Board.
- 3.9 To review arrangements for promoting equality and diversity with the staff and student body and monitor progress against appropriate equality and diversity impact measures.
- 3.10 To review the College's arrangements for safeguarding and Prevent and ensure that the Board fulfils its responsibilities through termly monitoring reports; and the consideration of an annual report.
- 3.11 To probe and advise upon the rigour, completeness and consistency of the self-assessment reports, associated processes and the supporting evidence base; and the action taken in response to the action plan therein or any post-inspection report and action plan, and to recommend the Report for approval by the Corporation.
- 3.12 To consider the outcome of any reviews of and proposed amendments the Student Union Constitution.
- 3.13 Such other matters as the Corporation may from time to time refer to the Committee.

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4 Membership & Quorum

4.1 The Committee shall be appointed by the Corporation and shall comprise a minimum of ten members (a majority of which must be independent members) consisting of:

- (i) The Principal
- (ii) Two student members
- (iii) Two staff members
- (iv) Six Other Corporation Members

4.2 The Committee shall elect a Chair from among themselves. If the Chair is absent from a meeting the members who are present shall choose one of their number to act as Chair for that meeting.

4.3 Membership of the Committee will be reviewed annually.

4.4 The quorum shall be 3 members and must always comprise 2 independent members. If the number of members assembled for a meeting of the Committee does not constitute a quorum the meeting shall be terminated forthwith.

5 Clerk to the Committee

5.1 The Clerk to the Committee will be the Director of Governance. For the purposes of these Terms of Reference, the term 'Clerk' shall refer to any Director of Governance whether a member of staff, third party provider, full or part-time.

6 Declarations of Interest

6.1 Any member of the Committee who has a financial or other business interest in any matters under discussion by the Committee must:

- (i) Declare that interest to the Committee before any discussion of the item.
- (ii) Not take part in the discussion.
- (iii) Not form part of the quorum and not to vote

6.2 If a member is unsure as to whether personal interest may be involved or whether or not it would be appropriate to withdraw from the meeting for the discussion of the item, s/he should seek advice from the Clerk.

7 Meetings

7.1 The Committee shall meet at least once per term with additional meetings as necessary to undertake the business required.

7.2 Proceedings, minutes, publication of agendas and minutes, retention of records, and confidential items shall be dealt with as for Corporation.

8 Authority

8.1 The Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee of the College and all employees of the College are directed to co-operate with any request made by the Committee.

9 External Advice

- 9.1 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.

Originator	Director of Governance	
Review interval	Annually	
Reviewed	October 2016	
Last review	June 2022	
Next review due by	July 2023	

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