**STANDARDS AND CURRICULUM COMMITTEE
TERMS OF REFERENCE**

1. Purpose

1.1   From the Code of Good Governance: 4.1. The committee must ensure appropriate mechanisms are in place for effective oversight of the quality and inclusivity of the learning experience including curriculum strategies which show intent, implementation and impact. 4.1.1. The committee must also ensure that any subcontracting arrangements or offsite provision deliver education, training and/or learning experience of equivalent quality. (Code of Good Governance 4.1)

1.3   From the Code of Good Governance: The committee should be alert to college issues and use various methods to meet with and/or understand the needs of students, staff, parents (as appropriate) and employers, such as learning walks, link governors, and/or relevant committees. (Code of Good Governance: 4.6)

2. Membership

2.1   The committee shall consist of at least three members. In addition, external individuals may be co-opted.

2.2   Terms of office of members of the committee shall last until the expiry of their term of office as a Board member unless s/he has been appointed for a further term of office.

2.3   Co-opted members of the committee will be appointed by the Board and will hold office for a period of one year, following which they will be eligible for reappointment.

2.4   The Board will review the membership of the committee from time to time and may make changes as it sees fit.

3. Election of Chair and Vice-Chair

3.1 The Chair of the committee will be selected by the committee, for a term not exceeding 4 years.

3.2 The retiring Chair and Vice-Chair will be eligible for re-appointment.

3.3 In the absence of both the Chair and Vice-Chair from a meeting, the Committee will appoint another member to act as Chair for that meeting.

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4. Frequency of Meetings and Quorum

4.1 The Standards and Curriculum Committee shall meet at least once a term. Additional meetings may be called as necessary in agreement with the Chair.

4.2 The quorum for meetings of the committee shall be three members.

5. Responsibilities of the Committee

5.1   To measure performance in educational standards and to consider practical methods for improving performance in Further and Higher Education

5.2   To require management action on issues of concern

5.3   To consider and approve the following on an annual basis
- The curriculum offer with reference to the Strategic Plan along with the associated targets for student recruitment and the Marketing Strategy (and to review progress at each meeting)
- Performance indicators to be used to assess performance in standards and curriculum

5.4   To monitor and assess the KPIs set by the College including:

- Retention, Success and Value Added
- Teaching Quality
- Assessment and Allocation of Support
- Satisfaction Rates
- Learner Progression, Destinations, Positive Outcomes
- Learner and Staff Attendance
- Numbers/Funding Targets
- Space and Teaching Utilisation

5.5   To commission and receive reports on areas of performance within the College including:
- Curriculum issues raised by senior managers, members of the Board and other groups as appropriate
- The College's procedures and monitoring in respect of the Safeguarding Policy
- The College's procedures and monitoring in respect of the Equality and Diversity Policy
- To approve the Equality and Diversity Policy

- The results of student surveys and resulting improvement plans

5.6   To approve the Self-Assessment Report [SAR] and Development Plans and make appropriate recommendations to the Corporation
(Code of Good Governance 4.4:The board should ensure the college's self-assessment report is benchmarked against national norms and is detailed enough to provide governors with the assurance they need that the learning experience is being monitored and the appropriate learning resources have been made available.)

5.7   To receive reports on the outcome of inspections and provider reviews and monitor the implementation of subsequent action planning

5.8   To consider any standards issues referred to it by the Corporation for investigation

5.9   To make recommendations to the Corporation on the following:
- The nature of the College's educational programme
- Projected student numbers and planned changes in provision
- The strategic development of the quality assurance system
- Major policy statement relating to standards, quality assurance and curriculum

5.10   To monitor on behalf of the Corporation relevant sections of the Code of Good Governance for English Colleges

5.11   To monitor complaints made under the Customer Complaints and Compliments Policy on behalf of the Corporation.

5.12   To monitor the impact of the continuing professional development opportunities offered to staff.

5.13   To consider the implications of curriculum related national policy/guidance which may periodically be issued, and to advise the Board as appropriate.

5.14   To review and monitor strategies for engaging with employers and other stakeholders to remain responsive to workforce trends.

5.15   To review and raise the standard of the student experience through engagement with and feedback from students to inform future strategy for further improvement.

6. Clerking Arrangements

6.1   The Clerk to the Board shall act as Clerk to the Standards and Curriculum Committee.

7. Reporting to the Board

7.1 The minutes of each meeting of the Standards and Curriculum Committee shall be presented to the next ordinary meeting of the Board.

7.2 Any recommendations made by the committee will appear as items on the agenda for the next ordinary meeting of the Board.

8. Review and Approval

8.1 The terms of reference of the Standards and Curriculum Committee will be reviewed on an annual basis and recommendations made to the Board as appropriate.

9. Other Matters

9.1 The committee shall:

- Ensure that new and existing members receive appropriate training in all aspects of the committee's responsibilities
- Maintain and operate to an annual reporting cycle which covers all key matters as per the committee's terms of reference.

10. Cycle of Business

		Autumn term meeting	Spring term meeting	Summer term meeting	FAO Corporation
1	Appointment of Chair	X			
2	Key Performance Indicators: • prior year outcomes vs targets • approval of KPIs for new academic year	X X			X X
3	Update on KPIs *(incl curriculum monitoring – recruitment, retention, achievement targets and 6 week drop out)*	X	X	X	X
4	Teaching, Learning and CPD - Termly Report	X	X	X	X
5	Apprenticeship Update - Termly Report	X	X	X	X
6	Safeguarding, Prevent and Vulnerable Learners Update – Termly Report	X	X	X	X
7	Compliments and Complaints Report	X	x	X	*Key points to note*
8	HE - Termly Report *(inc OFS)*	X	X	X	X
9	Development Plan: • Approve new Plan • Monitor progress of relevant areas	X X	 X	 X	X
10	Curriculum Review		X		
11	Curriculum Planning: • Approve next year Plan			X	X
12	Risk Register – Termly review	X	X	X	
13	Student Satisfaction Report	X	X		*Key points to note*
14	College Self-Assessment • Draft Report (of prior year) • Arrangements for next Self-Assessment Procedure	X 		 X	 X
15	HE Self Evaluation	X			*Key points to note*
16	HE Strategy *(to approve)*	X			
17	Quality of subcontracting paper		X		

#	Item				
18	Curriculum and recruitment risks (if applicable)	x	x	x	If applicable
19	Equality, Diversity and Inclusion Annual Report		x		If applicable
20	Application Figures Update		X	X	
21	Projected Outcomes			X	*Advise if appropriate*
22	High Needs and Learning Support	X Achievement, outcomes, destinations & numbers for current academic year	X Progress update	X Transition planning	*Advise if appropriate*
23	Policy Reviews: to recommend to Corporation: • Equality and Diversity Policy (annual) • Teaching, Training, Learning and Assessment Strategy (due 2024) • Compliments and Complaints Policy (due 2023) Marketing Strategy Disciplinary Procedure Safeguarding Policy	X		X X X X X	X
24	Destinations Data		X		
25	Careers Update	X	Spring for 23 only	X	
26	External Consultancy Reports (if applicable)	X	X	X	Advise if appropriate
27	End of academic year outcomes	X			