

HARROW COLLEGE FURTHER EDUCATION CORPORATION

CURRICULUM, QUALITY AND STANDARDS COMMITTEE CONSTITUTION AND TERMS OF REFERENCE

1 Name and Origin

- a) The name of the committee shall be the Curriculum, Quality and Standards Committee (" the Committee ").
- b) The Committee is established in accordance with paragraph 5 of the Articles of Government of Harrow College Further Education Corporation.
- c) The Terms of Reference of the Curriculum, Quality & Standards Committee may be varied at any time by the Corporation.
- d) The Curriculum, Quality & Standards Committee is a sub-committee of the Harrow 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.

2 Membership and Quorum

- a) The membership shall be in accordance with the following:
 - 6 members of the Corporation; and
 - if so decided by the Corporation, 2 co-opted members
- b) Members shall be appointed by the Corporation at its first meeting after 1st April each year, at which time one of the members shall be appointed by the Corporation to be Chair of the Committee.
- c) If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting.

- d) The Committee shall meet at least 3 times each year to consider matters arising naturally from the terms of reference below, or matters placed on the agenda at the request of the Corporation or any of its Committees, or matters placed on the agenda at the request of the Chair or any member of the Committee or the External or the Internal Auditors.
- e) The quorum for meetings shall be 3 members who must be members of the Corporation.

***Note:** The attendance of the Principal (if not a member of the Committee), and other relevant members of the College staff shall be required at meetings of the Committee and shall be entitled to speak at such meetings but shall not be entitled to vote on any issue.*

3 Clerk to the Curriculum, Quality & Standards Committee

- a) The Clerk to the Committee will be the Clerk to the Corporation.

4 Terms of Reference

The terms of reference shall be as follows:

- a) To ensure that there are in place procedures for continuous review of the Curriculum offered by the College and, following analysis of market needs and any post-inspection report and action plan, to adjust that Curriculum and its modes of delivery to match and anticipate the future needs of students and local employers;
- b) To recommend for approval by the Corporation a policy of Quality Assurance and a Quality Strategy, which staff understand and support;
- c) To raise standards by setting targets and agreeing performance indicators and by other measures which the Committee determines each year for:
 - student retention
 - student achievement
 - student progression
- d) To recommend for approval by the Corporation the relevant statements to meet with statutory requirements, and to ensure that there are procedures for students or other clients to record complaints about any aspect of the College's services and effective

processes within the College for examining any such complaints, and to review brief details of such complaints and their resolution;

- e) To ensure that appropriate arrangements are in place to monitor the quality of cross-college services offered by the College;
- f) To monitor the performance of the College as shown in the annual Self-Assessment Report 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;
- g) To monitor the performance of the College in respect of student recruitment, progression (termly to last LSC census date), student success, headline targets, achievement, performance figures on student retention and achievement by other local colleges and schools and in the FE sector generally;
- h) To recommend for approval by the Corporation Board an Annual Staff Development Report (including the delivery of the academic programmes)

5 Conduct of Meetings

- a) All meetings shall be conducted to timed agendas.
- b) The agendas of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal, and circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting. (Copies of agendas and papers shall also be circulated as directed from time to time by the Corporation).
- c) Where matters of a sensitive or confidential nature are to be discussed at a meeting, the Clerk, in consultation with the Chair of the Committee, the Principal where appropriate, and, if necessary, the Chair of the Corporation, shall reserve these matters to a confidential (Part II) agenda. Details and papers of such an agenda shall not be circulated unless the circumstances which caused them to be considered sensitive or confidential no longer pertain.
- d) The rules for adoption of resolutions etc. shall be those directed from time to time in the Instrument of Government or Standing Orders for meetings of the Corporation.

6 Minutes and Reports of Meetings

- a) Draft Minutes of all meetings of the Committee shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal and circulated as soon as practicable after the meeting to all members of the Committee.
- b) The Minutes or draft Minutes of all meetings shall be presented by the Chair of the Committee at the next meeting of the Corporation and the Chair of the Committee shall give an oral report in support thereof as may be necessary.
- c) Minutes of the meetings, with the exception of those regarded as confidential in accordance with c) above, will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website for a period of a minimum of twelve months.

7 Openness and Transparency

- a) The Terms of Reference of the Curriculum, Quality and Standards Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website for a period of a minimum of twelve months.