



**TERMS OF
REFERENCE**

**QUALITY & STANDARDS
COMMITTEE**

REDCAR & CLEVELAND COLLEGE

TERMS OF REFERENCE

QUALITY & STANDARDS COMMITTEE

1. CONSTITUTION

- 1.1 The Corporation hereby resolves to adopt the following terms of reference for the Quality & Standards Committee.

2 OBJECTIVE

- 2.1 The Committee will take a strategic overview of curriculum, quality and standards and self-assessment in the College.

3. MEMBERSHIP

- 3.1 The Committee shall be appointed by the Corporation and consist of: Six Corporation members (to include the Teaching Staff and Student members), to be appointed on the advice of the Performance & Nominations Committee.
- 3.2 A quorum shall be 50% of the members of the Committee, provided that at least one of those present is not from the categories of Principal, staff or student member.
- 3.3 The Chair and Vice Chair of the Committee shall be appointed by the Corporation Board.
- 3.4 The Teaching Staff and Student members may not be Chair or Vice Chair of this Committee.
- 3.5 The term of appointment for members of the Committee and the Chair and Vice Chair will be three years except that the term of appointment of the Student Member will be one year.
- 3.6 At the end of the term of office, members of the Committee and the Chair and Vice Chair are eligible for re-appointment.

4 ATTENDANCE AT MEETINGS

- 4.1 The College's Director of Quality & Standards is usually expected to be in attendance.
- 4.2 The Committee shall have power to invite such other persons to attend meetings as may be desirable and necessary.
- 4.3 The Clerk to the Corporation shall be Clerk to the Committee.

5. FREQUENCY OF MEETINGS

- 5.1 Meetings shall be convened as required and held not less than once per year.

6. AUTHORITY

The Committee is authorised by the Corporation:

- 6.1 To investigate any activity within its terms of reference.
- 6.2 To seek any information it requires from the internal audit service, Governors, Committees and College employees, together with relevant information from sub-contractors and other third parties.

7. DUTIES

The duties of the Committee are :

- 7.1 To advise the Corporation on the effectiveness of the College's quality assurance systems in enabling measurable gains in performance.
- 7.2 To review methods of raising quality, receive assessment reports and advise on any necessary action/s.
- 7.3 To receive draft targets for College performance on student recruitment, retention and achievement and to make recommendations on these targets to the Board.
- 7.4 To monitor and assess performance against student recruitment, retention, achievement and destination targets as agreed by the Board.
- 7.5 To review at least annually the College Charter and the College Disability, Equality & Diversity Policy
- 7.6 To consider the Annual Report on Disability, Equality and Diversity and to draw key issues to the attention of the Corporation.
- 7.7 To consider an annual report on complaints received from students and others and to review arrangements for dealing with such complaints.
- 7.8 To consider an annual report on proposed curriculum changes including additions and withdrawals of provision.
- 7.9 To consider any other issues falling within the general remit of a Quality & Standards Committee.

8. REPORTING PROCEDURES

- 8.1 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all members and subsequently to all Corporation members.

Adopted October 2006