

## FE CURRICULUM & QUALITY COMMITTEE

### Terms of Reference and Standing Orders

#### 1 Introduction

- 1.1 The Terms of Reference and Standing Orders of the Further Education Curriculum & Quality Committee may be varied at any time by the Board of the Corporation.
- 1.2 The Terms of Reference and Standing Orders of the Further Education Curriculum & Quality Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.3 Members are required to make known if they or a person with whom they have a close connection has a personal interest (be it financial or otherwise) in a matter before this Committee. This includes but is not limited to a spouse/partner, parent or child who may be expected to influence or be influenced by the person.

#### 2 Terms of Reference

**To make recommendations to the Board of the Corporation on the following Strategies/  
Policies:**

- 2.1 Excellence in Teaching and Learning Assessment Strategy
- 2.2 Child Protection and Safeguarding Vulnerable Adults Policy
- 2.3 FE Admissions Policy
- 2.4 Complaints and Compliments Policy
- 2.5 Special Educational Needs and Disability Policy
- 2.6 Student Relational Positive Behaviour Support Policy
- 2.7 Student Experience Strategy
- 2.8 Sexual Harassment, Violence and Abuse Policy
- 2.9 Quality Assurance Policy
- 2.10 Mental Health and Wellbeing Policy
- 2.11 Careers, Education Information, Advice and Guidance Policy

**To consider, monitor and review:**

- 2.12 Draft Self-Assessment Report (recommend to the Board of the Corporation following a review by the SAR Validation Panel), Quality Improvement Plan and Performance Indicators.

## **2 Terms of Reference**

- 2.13 Quality of Education including Maths and English Update Report and benchmarked results
- 2.14 Student Governors Update Report
- 2.15 Curriculum Development Area Review (CDAR) Update Reports and Performance Management Reviews
- 2.15 Personal and Professional Development Update Report
- 2.16 Achievement and Outcomes Report
- 2.17 Student Support Update Report
- 2.18 Annual Review of Student Charter

## **3 Membership**

- 3.1 The Committee shall comprise 11 members and shall be entitled to invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall not be entitled to vote at meetings but shall be entitled to speak).

Membership will comprise the following:

- The Chairperson of the Board of the Corporation
- The Principal and Chief Executive Officer
- The two Student Governors
- One Staff Governor
- One co-opted specialist preferably within the area of Teaching and Learning or Quality and Standards
- 5 Members of the Board of the Corporation

The Deputy Student Governors will be invited to attend all meetings but will not be members of the Committee.

The Corporation Secretary shall act as Secretary to the Committee.

- 3.2 The Committee shall meet as many times as it considers appropriate during an academic year but will meet at least once a term.

## **4 Term of Office**

- 4.1 The term of office of members of the FE Curriculum and Quality Committee shall last until the expiry of their term of office as a Board Member. Terms of Office are determined by the Corporation and for co-opted members will normally be four years unless determined otherwise by the Corporation.
- 4.2 A member of the Committee may resign from membership by giving notice in writing to the Corporation Secretary.

#### **4 Term of Office**

- 4.3 A vacancy which arises during the period of office will be filled by the appointment of a new member by the Corporation.

#### **5 Appointment of Chairperson and Vice Chairperson**

- 5.1 The members of the Committee will appoint a Chairperson and Vice Chairperson from amongst their number subject to them being members of the Corporation.
- 5.2 The Chairperson and Vice Chairperson shall hold office for at least two years. Normally the period of office will commence at the first meeting of the academic year.
- 5.3 If both the Chairperson and Vice Chairperson are absent from any meeting of the Committee, the members of the Committee present shall choose one of the Committee to act as Chairperson of that meeting having regard to the provisions of paragraph 5.1.
- 5.4 The Chairperson and Vice Chairperson may at any time, resign their respective office by notice in writing to the Corporation Secretary. If there is a resignation from a Chair or Vice Chair during the academic year, then the Committee will appoint a replacement
- 5.5 The Chairperson and Vice Chairperson retiring at the end of their respective term of office shall be eligible for reappointment.

#### **6 Quorum**

- 6.1 Meetings of the Committee shall be quorate if 4 or more members are present.
- 6.2 If the number of members of the Committee assembled for a meeting does not constitute a quorum thereof, the meeting shall not be held. If in the course of a meeting the number of members present ceases to constitute a quorum, the meeting shall be terminated immediately.
- 6.3 If for the lack of a quorum, a meeting cannot be held or, as the case may be, cannot continue, the Chairperson shall, if he/ she thinks fit, cause a special meeting to be summoned as soon as practicable

#### **7 Proceedings of Meetings**

- 7.1 Every matter to be decided at a meeting shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chairperson of the meeting shall have a second or casting vote.
- 7.2 No resolution of the Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

## **7 Proceedings of Meetings**

- 7.3 The proceedings of the meetings of the Committee will be recorded in the minutes prepared by the Corporation Secretary. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Corporation.
- 7.4 The minutes of every meeting of the FE Quality Committee will be presented to the Board of the Corporation at the next available opportunity. The Chairperson of the Committee will provide members of the Board of the Corporation with a verbal report of the meeting's considerations and key matters.
- 7.5 Any recommendations made by the FE Curriculum and Quality Committee will be considered by the Corporation at the next available opportunity.

## **8 Secretary to the FE Curriculum & Quality Committee**

- 8.1 The Secretary to the Committee will be the Corporation Secretary or in their absence the Assistant Corporation Secretary.

## **9 Public Inspection**

- 9.1 The Terms of Reference, together with the Committee's advice to the Board of the Corporation, will be made available by the Corporation Secretary for inspection to any members of the public, during normal office hours and on the Group's website.