

# Terms of Reference



## Further Education Quality & Students Committee

<b>1. APPROVING BODY</b>	Corporation Board
<b>2. DATE APPROVED</b>	September 2024
<b>3. PURPOSE</b>	<p>The purpose of the FE Quality &amp; Students Committee is to scrutinise on behalf of Corporation institutional strategy and performance as it relates to further education ensuring high standards in quality, outcomes and student experience.</p>
<b>4. RESPONSIBILITIES</b>	<p>The FE Quality &amp; Students Committee shall have the following responsibilities:</p> <p><b>Strategy</b></p> <p>4.1 Review and recommend the Quality Plan to the Corporation Board for approval and monitor progress against its objectives.</p> <p>4.2 Review and recommend the annual self-assessment report (SAR) and Quality Improvement Plan (QIP) to the Corporation for approval.</p> <p>4.3 Review the development, implementation and delivery of the College's Careers Strategy and including oversight of compliance with the Gatsby benchmarks.</p> <p>4.4 Monitor the Group's response to any significant developments in national FE policy.</p> <p><b>Performance</b></p> <p>4.5 Monitor performance in relation to</p> <ul style="list-style-type: none"><li>• Safeguarding and Prevent</li><li>• Student Wellbeing</li><li>• SEND</li><li>• Careers</li><li>• Academic performance (e.g. teaching &amp; learning activity, student recruitment and retention, attendance, progression, outcomes and any other key performance indicators in these areas).</li><li>• Any other areas that impact the quality of teaching and learning.</li></ul> <p>4.6 Review, monitor and evaluate the development of the curriculum offer to ensure it meets the needs and aspirations of all students, parents, employers and that it is listening to and responding to local, regional and national needs.</p> <p>4.7 Review termly the College's arrangements for Safeguarding and Prevent and ensure that the Board fulfils its responsibilities.</p> <p>4.8 Monitor student voice and receive assurance that students are receiving a high-quality experience.</p> <p>4.9 Review the management response to any audit or assurance reports relevant to the Committee's remit.</p>

	<p><b>Regulatory</b></p> <p>4.10 Consider concerns from external examiners and professional statutory regulatory bodies and ensure the implementation of any associated improvement plans.</p>
<p><b>5. AUTHORITY</b></p>	<p>The FE Quality &amp; Students Committee shall have the authority to:</p> <p>5.1 Review and approve the Careers, Education, Information, Advice and Guidance Annual Report.</p> <p>5.2 Review and approve the SEND Annual Report.</p> <p>5.3 Review risks within its remit and escalate where necessary;</p> <p>5.4 Invite other individuals with relevant skills, experience or expertise to attend meetings as necessary;</p> <p>5.5 Other authorities as may from time to time be delegated to it by the Corporation Board.</p>
<p><b>6. REPORTING</b></p>	<p>The FE Quality &amp; Students Committee will report to the Corporation Board on its proceedings after each meeting on all matters within its responsibilities.</p>
<p><b>7. CHAIRPERSON</b></p>	<p>The Committee shall be chaired by an independent member of the Corporation Board.</p>
<p><b>8. MEMBERSHIP</b></p>	<p>The Committee shall comprise at least five members including at least three independent members of the Corporation Board and up to two independent coopted members.</p> <p>Committee membership shall be reviewed annually by the Search, Nominations &amp; Governance Committee to ensure that it continues to reflect best practice and the requirements of governance within the Group.</p>
<p><b>9. IN ATTENDANCE</b></p>	<p>The following individuals shall be in attendance:</p> <p>9.1 Executive Director – Quality</p> <p>9.2 Executive Principal (Curriculum)</p> <p>9.3 Principal Observer</p> <p>9.4 Governance Professional</p>
<p><b>10. QUORUM AND ATTENDANCE</b></p>	<p>10.1 A quorum shall be three, at least two of whom must be members of the Corporation.</p> <p>10.2 If the number of members present for a meeting of the Committee does not constitute a quorum, the meeting shall not be held. If during a meeting there ceases to be a quorum, the meeting may continue, however no decisions are to be taken.</p> <p>10.3 Prior notice of absence must be provided to the Chair and the Clerk no less than 24 hours in advance of the meeting.</p>
<p><b>11. VOTING</b></p>	<p>11.1 Decisions of the FE Quality &amp; Students Committee shall be reached by consensus;</p> <p>11.2 Any action required or permitted to be taken by the Group/Committee may be taken without a meeting if (i)</p> <p>11.2.1 the Chairperson calls for such action to be taken by written consent, which includes email and;</p> <p>11.2.2 the written consents are filed with the records of the meetings of the Group/Committee.</p>

<p><b>12. MEETING ARRANGEMENTS</b></p>	<p>The following arrangements shall be observed for meetings of the FE Quality &amp; Students Committee:</p> <p>12.1 Meetings shall be held on a termly basis;</p> <p>12.2 Additional meetings shall be held at the call of the Chair, or at the request of one-third of the Group/Committee's members;</p> <p>12.3 Written notice of the date, time and place of the meeting shall be provided to each member at least five working days in advance.</p> <p>12.4 Meetings shall include an agenda and matters not specified on the agenda may be taken up at the meeting at the discretion of the Chair.</p> <p>12.5 The agenda together with the relevant reports and documents will be forwarded to members at least five working days in advance to enable preparation prior to meetings.</p> <p>12.6 The Governance Professional shall keep minutes of all meetings which will include the following:</p> <ul style="list-style-type: none"> <li>• Persons in attendance</li> <li>• Date and duration of meeting</li> <li>• Expressions of conflicts of interest</li> <li>• Identification of topics discussed</li> <li>• Recommendations and decisions made</li> <li>• Actions taken</li> </ul> <p>12.7 Minutes of the meeting shall be reviewed by the Chair and submitted to members for approval at the next meeting, or where urgency exists, by email vote. Draft Chair-approved minutes shall be submitted to the Corporation (where the Committee has not met in the intervening period to approve). Once approved, minutes shall be circulated to all members for their records and retained by the governance team within the meeting records.</p> <p>12.8 Meetings will not be recorded.</p>
<p><b>13. CONFIDENTIALITY</b></p>	<p>Members are encouraged to communicate key decisions and issues for the purpose of delivery of the objectives of the FE Quality &amp; Students Committee however members are expected to hold confidential deliberations in the strictest of confidence, and when in doubt should consult with the Chair.</p>
<p><b>14. CONFLICT OF INTEREST</b></p>	<p>The Governance Professional shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Where it is deemed by the Chair that a conflict exists, the member will be excused from deliberations and must abstain from voting on any resolution in which he/she and/or his/her associates have a material interest.</p>
<p><b>15. TERMS OF REFERENCE</b></p>	<p>The FE Quality &amp; Students Committee shall review its Terms of Reference annually to ensure it is operating at optimum effectiveness and recommend any changes it considers necessary to the Corporation.</p>
<p><b>16. NCG VALUES</b></p>	<p>Members have a collective and individual responsibility to conduct themselves in a manner which reflects the NCG values.</p>
<p><b>17. REVIEW OF PERFORMANCE</b></p>	<p>The FE Quality &amp; Students Committee shall review its performance annually.</p>