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|  | **HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION** |

**THE TERMS OF REFERENCE FOR THE QUALITY & STANDARDS COMMITTEE**

**1. Instrument and Articles of Government**

The Quality & Standards Committee is established under the Articles of Government paragraph 4.

**2. Composition**

The Committee shall include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. Collectively, members of the Committee shall have recent, relevant experience in scrutiny and constructive challenge in assessing the quality of learning, teaching and assessment; curriculum development and outcomes for students.

The Quality & Standards Committee shall comprise not fewer than 4 but no more than 7 members and shall consist of:

1. The Chair of the Corporation
2. The Principal
3. External co-opted members (with relevant experience)
4. Independent Governors

The Committee may invite the attendance of such college staff or others who may assist in its work.

Any Governor not a member may attend, with permission of the Chair of the Committee, in a non-voting capacity.

The Clerk to the Corporation will act as Clerk to the Committee.

**3. Overall Purpose**

The remit of the Quality & Standards Committee is to oversee the development, implementation, monitoring and approval of the College’s strategies, policies and procedures for assuring and enhancing the quality and standards of its learning, teaching and assessment.

**4. Key Tasks**

* To provide oversight and scrutiny of performance against agreed strategic KPIs by monitoring the progress and the achievement of academic targets (student retention and achievement), achievement rates, learner destinations and provide feedback to the Corporation.
* Reviewing the process for the internal assessment of the quality of learning, teaching assessment work as well as recommending a final draft of the annual Self-Assessment Report which will remain subject to committee evaluation and monitoring
* Monitoring and reviewing the implementation of all quality improvement plans, strategies and initiatives and providing feedback and recommendations to the Corporation
* To assess the appropriate level of Overall Assurance in relation to each of the specific strategic risks for which this Committee has been assigned responsibility by the Corporation.
* Approving reviewing, updating and monitoring policies and procedures relating to student behaviour, student welfare and the student experience.
* To monitor the college’s performance against sector benchmarks.
* To consider the outcomes of surveys of student satisfaction, complaints

and appeals and to make recommendations to College management and the

Board.

**5. Meetings**

The Committee shall meet as often as necessary but not less than once per term.

**6. Term of Office**

Membership of the Committee shall be for a maximum of four years, subject to membership of the Corporation (excluding co-opted members). Retiring members will be eligible for reappointment for a subsequent term.

A member may at any time by notice to the Clerk to the Corporation resign his or her membership.

**7. Vacancies**

Upon the occurrence of a vacancy or expected vacancy amongst members it shall be for the Corporation to appoint a person to fill the vacancy.

**8. Quorum**

Meetings of the Committee shall be quorate if 40% or more of the overall Committee membership is present, which must include at least 2 members other than staff or students.

If the number of members assembled for a meeting of the Committee does not constitute a quorum the meeting shall not be held and a new meeting date set.

If during the course of a meeting the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.

**9. Authority**

The Committee is authorised by the Corporation to comply with its Terms of Reference. It is authorised for the Committee to seek any information it requires from any employee of the College and all employees are directed to co-operate with any request made by the Committee.

The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise, if it considers this necessary.

**10. Reporting Procedure**

The Clerk to the Committee shall circulate minutes of the Committee to the Corporation and place items determined as non-confidential on the College website.