



QUALITY AND STANDARDS COMMITTEE

TERMS OF REFERENCE

PURPOSE

In summary, within the context of the educational character, mission and strategy of the College, the Committee will:

- Review, monitor and advise the Board on the quality of education (embracing teaching, learning and assessment, and students' achievements) quality review, and standards, including targets, across the College's provision
- Monitor summary reports, underpinning the quality of the provision, in the aspects listed below under **REMIT OF THE COMMITTEE**, but not limited to these
- Review, and advise the Board on arrangements for, self-assessment and quality improvement and recommend to the Board approval of the College's Self-Assessment Report
- Ensure that the College responds effectively to the requirements of the relevant education inspection frameworks and regulatory bodies
- Monitor, and advise the Board on, the quality of learning from learner and employer perspectives.
- Monitor and update the Board on the progress the College is making against the Part 2 of the DfE Accountability Agreement (from 2023-24)
- Monitor and update the Board on the progress the College is making against the Curriculum KPI's contained within the Grant Funding Agreement following the acquisition of the Hadlow and Tonbridge campuses

THE GOVERNMENT AND QUALITY AND STANDARDS

FE and sixth-form college corporations: governance guide, DfE 28 June 2022

'Your board is accountable for how it uses public money and for its college's performance.'

Your board should:

- *oversee the shaping of the curriculum to meet students' needs in the context of local and national skills priorities*
- *have a clear understanding of quality strengths and weaknesses, based on a range of sources of evidence, and ensure that a plan is in place to deliver improvements*
- *set the senior management team ambitious but achievable quality performance targets*
- *regularly review performance against these targets and hold the principal and senior management team to account where there is evidence of underperformance*

To support its work on education quality, your board may consider setting up a quality or standards committee’.

MEMBERSHIP

1. The Committee shall comprise at least five Corporation members, plus any co-opted members. The Committee may invite the Corporation’s advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall not have a vote but shall be entitled to speak at the meeting).
2. The Deputy Executive Principal/Teaching, Learning & Improvement and the Deputy Executive Principal/Curriculum & Strategy, Vice Principal – Depts A and B and the Vice Principal – Hadlow are ex-officio members. Other College staff may attend if requested and required, as appropriate.
3. The Chair of the Committee shall be approved by the Corporation.
4. In the absence of the Chair, the members attending the meeting shall select one of their number to ‘Chair’ that meeting.
5. The quorum for meetings of the committee shall be three Corporation members.
6. Any governor not a member of the Committee may attend in a non-voting capacity.
7. The Clerk & Governance Advisor to the Corporation shall act as Clerk to the Committee.
8. The Committee shall meet at least 3 times per year.

REMIT OF THE COMMITTEE

1. To advise the Corporation on matters concerning the quality and effectiveness of education programmes for young people (including the 14-16 curriculum), adult learning programmes, apprenticeships, and higher education provision and the periodic review of the commercial provision . Of particular note will be the quality and effectiveness of provision for students with high needs.
2. To advise the Corporation on matters concerning the quality and effectiveness of provision at each of the College’s four campuses.
3. To review and recommend to the Corporation the College’s Quality Improvement Strategy.
4. To review and recommend to the Corporation, appropriate annual targets for students’ recruitment, attendance, punctuality, retention rates, pass rates, achievement rates (formerly success rates), students’ progress and progression, embracing all provision.
5. To monitor the relevant KPIs and risks from the College KPIs and Risk Register assigned to the Committee.
6. To rigorously monitor the curriculum elements of the Strategic Plan and the progress made in respect of the Quality Improvement Plan, including the extent of achievement against

targets and the impact upon students' retention, pass and achievement, their progress and progression/destinations.

7. To note, and to advise the Corporation of, aspects of curriculum performance which may influence their decisions on the further development of the College's curriculum.
8. Review the above performance against relevant national and sector performance data and consider the trends in the College's performance year on year.
9. To rigorously monitor the quality and effectiveness of the College's teaching, learning and assessment, including the consideration of lesson observation outcomes and performance management.
10. To consider reports on students' experiences of their teaching, learning and assessment, including the review of students' responses to surveys and questionnaires.
11. To receive, consider and recommend to the Corporation the Annual HE Report.
12. To ensure that the College undertakes systematic and rigorous self-assessment which is appropriately validated.
13. In partnership with the College's senior managers, systematically and thoroughly consider the College's annual Self-Assessment Report, making subsequent recommendations to the Corporation.
14. To consider the Quality Improvement Plan of the College's annual Self-Assessment Report and to advise the Corporation about any significant matters and recommendations arising from their review.

Reporting Procedures

The Clerk & Governance Advisor to the Corporation shall circulate minutes of the meetings of the Committee to all Corporation Members.

Indicative Focus of Committee Meetings - DRAFT WORKING DOCUMENT SUBJECT TO CHANGE

November/DECEMBER 2022

1. Approve Q&S Committee Terms of Reference and business plan for the academic period
2. Quality Improvement Plan update – Rhiannon Hughes
3. Teaching, Learning & Assessment Report
4. Summary of Students' Outcomes 2022/23
5. Student Recruitment/marketing update – Feedback on Open Evenings
6. Report on Higher Needs Students
7. Curriculum update, planning development and Targets
8. Learner Voice Plan and update
9. Policies

January/Feb 2023

1. Whole College SAR Validation, for subsequent review and approval by the Board
2. Quality Improvement Plan update
3. Teaching, Learning & Assessment Report
4. Work Placement Report
5. English & Maths Report
6. Attendance Report
7. Student Survey
8. Learner Voice Report
9. Curriculum update, planning development and Targets
10. Policies

March 2023

1. Quality Improvement Plan update
2. Student Destinations Report
3. Student Recruitment/marketing update
4. Curriculum update, planning, development
5. Teaching, Learning & Assessment Report
6. Learner Voice Report
7. How well local needs are met Stakeholder Engagement Report – Mark Andrews
8. Policies

June 2023

1. Quality Improvement Plan update
2. English & Maths
3. Curriculum Planning update
4. Student Survey
5. Learner Voice
6. Higher Needs Students Report
7. Apprenticeships Report