

**BOARD OF GOVERNORS
STANDARDS COMMITTEE
TERMS OF REFERENCE**

Membership	4+, including - at least 2 external governors - The Principal as ex officio member - Up to 2 co-opted members who are not governors but who shall have full voting rights and count toward the quorum.
Quorum	3, of which 2 must be governors
Special conditions for membership	At least one governor with a knowledge of quality and curriculum issues
Frequency of meetings	A minimum of 3 a year (one per academic term)
Chairing	The Committee shall appoint/reappoint a Chair and Vice Chair from its number annually at the first meeting of each academic year
Clerking	Clerk to the Board
Reporting	The Committee shall report to the next meeting of the Board of Governors through its Minutes
Review of Terms of Reference	Annual at the first meeting of each academic year.

1. Purpose

To review, monitor and advise the Corporation on:

- the curriculum offer, the quality of teaching, learning and attainment and the student experience at the College
- the arrangements for ensuring that there is effective safeguarding of young people and adults at the College.
- the arrangements for ensuring there are effective processes in respect of Equality, Diversity and Inclusion at the college.

2. Scope

- 2.1 To advise the Board on the range, adequacy and sufficiency of the curriculum offer to ensure it meets the mission, vision and strategic objectives of the college.
- 2.2 To advise the Board on the quality of education provided within the College and by any collaborative partnerships with other organisations.
- 2.3 To review the Quality Improvement Plan at each meeting
- 2.4 To consider and appraise whole college performance against key performance indicators including:
 - a) Attendance
 - b) Retention and withdrawal rates
 - c) Examination and achievement results
 - d) Quality of teaching and learning
 - e) Value added
 - f) Sector benchmarks
 - g) Progression and destinations of students
- 2.6 To receive and evaluate the opinions of employers in terms of the provision of courses and services.
- 2.7 To consider targets for academic performance and make recommendations to the Board.
- 2.8 To review and advise the Board on arrangements for self-assessment and to recommend to the Board approval of the College Self Assessment Report
- 2.9 To review and advise the Board on reports of inspections and to oversee and advise on action plans following external inspections
- 2.10 To receive and advise the Board on reports on apprenticeships, work experience and employability
- 2.11 To monitor equality, diversity and inclusive learning for all college students
- 2.12 To monitor the effectiveness of the College's policies and procedures on Safeguarding and Prevent
- 2.13 To receive reports on the student experience from student representative bodies and to review analysis of student responses to surveys and questionnaires
- 2.14 To establish, monitor and review all risks which fall within the scope of this committee

STANDARDS COMMITTEE ANNUAL MINIMUM BUSINESS PLANNER

Term	Agenda Item	Board to approve
Autumn (Nov)	Performance Report - student outcomes for previous year	
	Whole college Self Assessment Report of previous year	✓
	Quality improvement plan (QIP) for current year	✓
	QTL KPIs and targets for current year	✓
	Student Induction Survey Results (from 2018)	
	Safeguarding Annual Report/policy review	✓
	Review of Terms of Reference and committee effectiveness	✓
Spring (March)	Performance Report against KPIs	
	Progression and Destinations (prior year)	
	Quality of Teaching and Learning report	
	QIP monitoring report	
	Employer steering group report	
	Curriculum development progress report	
	Marketing strategy review	✓
	Equality and Diversity annual report and policy review	✓
Summer (June)	Performance Report against KPIs	
	Student survey outcomes	
	QIP monitoring report	
	Employer steering group report	
	Safeguarding update	
	Annual Complaints and Feedback Report (from 2018)	
	Curriculum Strategy for following year	✓
	Meeting business planner for following year	✓
	Committee membership for following year	✓
	Appointment of Chair/Vice Chair for following year	✓

