

Exeter College Further Education Corporation

Quality and Standards Committee Terms of Reference

Purpose: Quality of outcomes and quality of provision.

1. Membership
 - 1.1 This committee will comprise at least eight members.
 - 1.2 Co-options will be permitted.
2. Quorum
 - 2.1 The quorum will be 40%, of whom at least two are not Student or Staff Governors
3. Chair
 - 3.1 The Chair and Vice Chair will be appointed on an annual basis by the Board at its July meeting.
4. Clerk
 - 4.1 The Clerk to the committee will be the Clerk to the Corporation.
5. In attendance
 - 5.1 The Vice Principal, Performance and Vice Principal Schools, Partnerships and Curriculum will attend meetings for the purpose of providing advice and information.
 - 5.2 The Committee may invite any member of staff to attend a meeting to present a report or provide information.
 - 5.3 Any member of the Board may attend any meeting (subject to the attendance limitations detailed in the Instrument of Government) having given prior notice to the Chair via the Clerk.
6. Remit
 - 6.1 Quality Assurance
 - 6.1.1 To monitor progress by the College towards its mission, which is to shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.
 - 6.1.2 To review the College's quality strategy, contained within the Teaching Learning and Assessment Strategy, and recommend to the Board for approval.
 - 6.1.3 To review and challenge the College's self assessment report and quality improvement plan and, once satisfied, recommend to the Board for approval.
 - 6.1.4 To monitor the progress of the College in the completion of its quality improvement plan.

- 6.1.5 To review quality and standards targets and adopt targets that will move the College towards the achievement of its strategic plan.
- 6.1.6 To monitor provision delivered by subcontractors, reviewing the same quality assurance indicators as for all other provision.
- 6.1.7 To monitor the quality assurance of the College Nursery and 'Owlets' the University Family Centre.
- 6.1.8 To monitor provision that falls below the agreed set minimum level of performance and the College's reaction to and improvement of any provision that falls into this category.
- 6.1.9 To monitor provision that has been placed in the College's formal improvement mechanism of "intensive care" and/or "outpatients".
- 6.1.10 To monitor the College's progress in maintaining and achieving appropriate quality marks.
- 6.1.11 To monitor the outcomes from formal external inspection processes and the College's response to any areas in need of further development.
- 6.1.12 To approve the range and methodology of surveys used to capture appropriate feedback to move the College towards its mission.

- 6.2 Teaching and Learning
 - 6.2.1 To monitor and review the quality of teaching, learning and assessment at the College.
 - 6.2.2 To monitor the impact of physical and human resources on teaching and learning.
 - 6.2.3 To monitor the timeliness and effectiveness of "on programme" support to enable learners to reach their maximum potential.
 - 6.2.4 To review the processes being used to capture stakeholder views, through, inter alia, on course surveys, the learners' voice forums and employers' surveys.

- 6.3 Responsiveness
 - 6.3.1 To approve, monitor and review arrangements for learners during their induction period.
 - 6.3.2 To review stakeholder views, captured through on course surveys, the learners' voice forums, employers' surveys and monitor the College's response to this feedback.

- 6.3.3 To approve strategic decisions and to monitor and review the breadth and relevance of the College's curriculum, so that it continues to meet national priorities and responds to the needs of the local community.
- 6.3.4 To monitor the College's response to compliments and complaints to ensure that the College is a learning organisation and, when appropriate, report trends to the Board.
- 6.3.5 To monitor and review student progression rates, including internal progression, to higher education and employment in order to prepare learners for further study or employment.
- 6.3.6 To monitor the College's response to post course feedback, captured through employer responsiveness surveys and customer feedback.
- 6.4 Human Resources
 - 6.4.1 To ensure that the College has an appropriate and effective Human Resource Strategy.
 - 6.4.2 To monitor the impact of staff on the quality of teaching and learning
 - 6.4.3 To monitor headline data to identify any concerns relating to human resources.
 - 6.4.4 To review and approve policies relating to human resources on behalf of the Board.
 - 6.4.5 To monitor that appropriate procedures exist to comply with policies relating to human resources.
- 6.5 Holistic
 - 6.5.1 To approve, monitor and review the College's Admission Policy, in the context of best practice and current legislation.
 - 6.5.2 To approve, monitor and review the College's compliance with and response to equality, diversity, inclusion and the promotion of British Values as defined by legislature, in the context of best practice and current legislation and to recommend key policies to the Board.
 - 6.5.3 To approve, monitor and review the College's response to safeguarding children and vulnerable adults; informing the Board of key and pertinent information, when appropriate.
 - 6.5.4 To monitor and review the effectiveness of tutorials, counsellors, welfare and guidance facilities in supporting learners and ensuring their wellbeing.

- 6.5.5 To approve monitor and review the College's approach to enrichment, to include regular reports on participation and breadth of student experience.
- 6.5.6 To approve, monitor and review the College's compliance with the Counter Terrorism and Security Act 2015, having regard to the need, when exercising its functions, to prevent people from being drawn into terrorism. To follow best practice and current legislation and to recommend key policies to the Board.
- 6.6 Assurance
 - 6.6.1 To monitor and review the remit of the Committee as detailed above in the event of organisational reconfiguration and to provide assurance to the Board that the quality of learner outcomes is maintained.
 - 6.6.2 To monitor risks for which the Committee has responsibility, as recorded in the risk register; to seek and provide assurance to the Board that mitigations are appropriate and commensurate.
- 6.7 The committee will have the authority to establish task and finish subgroups involving members of the committees, college managers and other individuals.
- 7. Meetings
 - 7.1 The committee will meet at least once a term and at other times as determined by the Chair or as requested by the Board.
- 8. Reporting
 - 8.1 Recommendations for Board decision will be included on the agenda of the next Board meeting after the date of the committee meeting.
 - 8.2 Minutes of committee meetings, in draft or approved form, will be presented to the next meeting of the Board for information.
 - 8.3 Minutes will be made available for public access in accordance with the Instrument and Articles of Government 2008.
- 9. Amendment
 - 9.1 These terms of reference may only be amended by decision of the Board.