

Exeter College Further Education Corporation

Quality and Standards Committee Terms of Reference

1. **Accountability and Purpose**

- 1.1 The Quality and Standards committee is responsible to the Corporation.
- 1.2 It's purpose is to advise the Corporation on the quality of outcomes and the quality of provision for its learners.

2. **Membership**

- 2.1 The committee will comprise at least eight members of the Corporation.
- 2.2 Co-options will be permitted but a co-opted member will not be permitted to chair the committee.
- 2.3 The Chair and Vice Chair will be appointed on an annual basis by the Corporation at its July meeting.
- 2.4 Membership will include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively.
- 2.5 The committee shall not adopt an executive role.

3. **Meetings and Quorum**

- 3.1 The committee will meet four times each academic year and at other times as determined by the Chair or as requested by the Corporation Board.
- 3.2 Meetings of the committee may be held in person or virtually using a video conferencing platform.
- 3.3 The quorum will be 40%, of whom at least two are not student or staff governors.
- 3.4 The Clerk to the committee will be the Clerk to the Corporation.
- 3.5 The Vice Principal Performance and Deputy Principal/CEO will attend meetings for the purpose of providing advice and information.
- 3.6 The committee may invite any member of staff to attend a meeting to present a report or provide information.
- 3.7 Any member of the Board may request to attend a meeting of the committee having given prior notice to the Chair via the Clerk.

4. **Remit of the Committee**

4.1 Quality Assurance

- 4.1.1 To monitor progress by the College towards its mission, which is to shape futures by delivering world-class education and training for our city and region.

- 4.1.2 To review the College's quality strategy, contained within the Teaching Learning and Assessment Strategy, and recommend to the Board for approval.
- 4.1.3 To review and challenge the College's self assessment report and quality improvement plan and, once satisfied, recommend to the Board for approval.
- 4.1.4 To monitor the progress of the College in the completion of its quality improvement plan.
- 4.1.5 To review quality and standards targets and adopt targets that will move the College towards the achievement of its strategic plan.
- 4.1.6 To monitor provision delivered by subcontractors, reviewing the same quality assurance indicators as for all other provision.
- 4.1.7 To monitor the quality assurance of the College nursery and Owlets, a nursery provision in partnership with the University of Exeter.
- 4.1.8 To monitor and drive the improvement of any provision that falls below the expected standards including those in the categories of 'intensive care' and 'outpatients' .
- 4.1.9 To monitor the College's progress in maintaining and achieving appropriate quality marks.
- 4.1.10 To monitor the outcomes from formal external inspection processes and the College's response to any areas in need fo further development.
- 4.2 Teaching and Learning
- 4.2.1 To monitor and review the quality of teaching, learning and assessment at the College.
- 4.2.2 To monitor the impact of physical and human resources on teaching and learning.
- 4.2.3 To monitor the timeliness and effectiveness of support to enable all learners to reach their maximum potential.
- 4.3 Responsiveness
- 4.3.1 To approve, monitor and review arrangements for learners during their induction period.
- 4.3.2 To review stakeholder views and feedback through a variety of surveys and forums, monitor the response to this feedback and report trends to the Board.
- 4.3.3 To review and monitor the breadth and relevance of the College's curriculum to ensure it meets national priorities and responds to the needs of the local communities.
- 4.3.4 To monitor and review learner progression, including internal progression, progression to higher education or into employment.
- 4.4 People and Organisational Development
- 4.4.1 To monitor the impact of staff on the quality of teaching and learning.

- 4.4.2 To monitor headline data to identify any concerns relating to staff.
- 4.4.3 To review and approve HR policies on behalf of the Board and ensure appropriate procedures exist to ensure compliance with those policies.
- 4.5 Holistic
- 4.5.1 To approve, monitor and review the College’s Admission Policy, in the context of best practice and current legislation.
- 4.5.2 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 legislation and recommend key policies to the Board.
- 4.5.3 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
- 4.5.4 To approve, monitor and review the College’s compliance with the Counter Terrorism and Security Act 2015 to prevent people from being drawn into terrorism. To follow best practice and current legislation and to recommend key policies to the Board.
- 4.5.5 To monitor and review the effectiveness of tutorials, counsellors, welfare and guidance facilities in supporting learners and ensuring their wellbeing.
- 4.5.6 To approve, monitor and review the College’s approach to enrichment, to include regular reports on participation and breadth of student experience.

5. **Assurance**

- 5.1 To monitor and review the remit of the committee as detailed above and to provide assurance to the Board that the quality of learner outcomes is maintained.
- 5.2 To monitor risks for which the committee has responsibility and to seek and provide assurance to the Board that mitigations are appropriate and commensurate.

6. **Reporting**

- 6.1 Recommendations for Corporation decision will be included on the agenda of the next Corporation meeting after the date of the committee meeting.
- 6.2 Minutes of committee meetings, in draft or approved form, will be made available to the Board before the next meeting of the Corporation for information.
- 6.3 Minutes will be made available for public access in accordance with the Instrument and Articles of Government 2008.

7. **Amendment**

- 7.1 These terms of reference may only be amended by decision of the Corporation.

Author	Clerk to the Corporation
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