



TRURO AND PENWITH COLLEGE CORPORATION



Self Assessment Report (SAR) Working Party

Terms of Reference

1. Membership

- 1.1 The Working Party shall consist of the members of the Teaching, Learning and Assessment Committee.
- 1.2 The Chair shall be appointed for a four year period (or a period consistent with their term of office as a governor) by the Corporation on the recommendation of the Search and Governance Committee.
- 1.3 The Director of Studies, the Director of Curriculum, Director of Quality, Director of Teaching and Learning, Director of Partnerships and the Director of Penwith College shall normally attend meetings, and the Working Party shall have the power to invite such other persons to attend meetings as may be desirable and necessary.
- 1.4 Other Corporation members are also invited to attend meetings of the Working Party in an observer capacity.

2. Quorum

Meetings of the Working Party shall be quorate if three members or 40% or more of the membership is present, whichever is the greater.

3. Clerk

- 3.1 The Clerk to the Corporation shall be Clerk to the Working Party.
- 3.2 The Clerk shall be responsible for calling meetings, for issuing agendas and agreeing the inclusion of items to the agenda following consultation with the Chair of the Working Party and the Principal.
- 3.3 If the Clerk withdraws from a meeting or part of a meeting, the Working Party shall appoint a person from among the members to act as Clerk during this absence.

4. Meetings

The Working Party shall meet during the autumn term at a time consistent with the annual self assessment processes and the requirements of the College.

5. Responsibilities

- 5.1 To consider and advise the Teaching, Learning and Assessment Committee and the Corporation on the College's annual self-assessment processes and Self-Assessment Report (SAR).
- 5.2 To monitor action plans arising from the SAR and strategies for ongoing improvements.
- 5.3 To deal with such other SAR related matters as may from time to time be referred to the Working Party for consideration or approval.

6. Reporting Responsibilities

- 6.1 The Clerk to the Working Party shall circulate the confidential minutes of each meeting, after approval by the Chair, to the Working Party members, the Chairs of the other standing committees and the Chair and Vice-Chair of the Corporation.
- 6.2 Such confidential minutes shall be included as part of the agenda papers for the following Corporation meeting.

7. Review

- 7.1 The membership and terms of reference of the Working Party shall be reviewed by the Teaching, Learning and Assessment Committee every four years.
- 7.2 Amendments to membership and terms of reference shall be made by the Corporation on the recommendation of the Teaching, Learning and Assessment Committee.