



TRURO AND PENWITH COLLEGE CORPORATION



Higher Education Quality Assurance Group

Terms of Reference

1. Membership

- 1.1 The HE QA Group shall consist of the members of the Teaching, Learning and Assessment Committee.
- 1.2 The Chair shall normally be the Chair of the Teaching, Learning and Assessment Committee and 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 Committee.
- 1.3 The Director of Studies, the Director of Curriculum, Director of Quality, Director of Teaching and Learning, the Director of Penwith College and HE Programme Team Leader shall normally attend meetings, and the HE QA Group 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 if they wish.

2. Quorum

Meetings of the HE QA Group 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 HE QA Group.
- 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 HE QA Group and the Principal.
- 3.3 If the Clerk withdraws from a meeting or part of a meeting, the HE QA Group shall appoint a person from among the members to act as Clerk during this absence.

4. Meetings

The HE QA Group shall meet during the autumn term at a time consistent with the annual HE self-evaluation 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 HE quality and performance.
- 5.2 To consider and advise the Teaching, Learning and Assessment Committee and the Corporation on the annual HE provider review process and the HEFCE Quality Assurance Statement.
- 5.3 To monitor action plans arising from the annual review and strategies for ongoing improvements.
- 5.4 To deal with such other HE quality and performance related matters as may from time to time be referred to the HE QA Group for consideration or approval.

6. Reporting Responsibilities

- 6.1 The Clerk to the HE QA Group shall circulate the confidential minutes of each meeting, after approval by the Chair, to the HE QA Group 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 HE QA Group 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.