

Quality of Education and Skills Committee

Terms of Reference

1. Membership

- 1.1 The Committee shall be appointed by the Corporation and shall consist of at least seven members (or such other number as the Corporation may from time to time determine), which must include the Principal.
- 1.2 The Chair and Vice-Chair shall be appointed for a two 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 Student Experience, Director of Curriculum Development, Director of Operations, Director of Teaching & Learning, Director of Quality and Penwith College and Director of Partnership and Apprenticeships shall normally attend meetings, and the Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.
- 1.4 Other Corporation members may attend meetings, in an observer capacity, with the prior approval of the Chair of the Committee.

2. Quorum

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

3. Clerk

- 3.1 The Head of Governance shall be Clerk to the Committee.
- 3.2 The Head of Governance 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 Committee and College lead.
- 3.3 If the Head of Governance withdraws from a meeting or part of a meeting, the Committee shall appoint a person from among the members to act as Clerk during this absence.

4. Meetings

The Committee shall meet at least termly on a cycle consistent with the activities and requirements of the College

5. Responsibilities

- 5.1 To consider and advise the Corporation on the educational character and mission of the College and to monitor its activities.
- 5.2 To monitor progress against the Strategic Plan Objectives that are a responsibility of the Committee.
- 5.3 To monitor and review risk management of risks that are a responsibility of the Committee.
- 5.4 To consider and advise the Corporation on the College's portfolio of courses in respect of teaching, learning and assessment and meeting local skills needs and enhancing student employability.
- 5.5 To review and approve strategies relating to the promotion of employer engagement, the development of relationships with local businesses and arrangements for responding to the local skills needs.
- 5.6 To monitor the quality of teaching, learning and assessment.
- 5.7 To monitor development of student employability through apprenticeships, work placement opportunities and input from employers to raise aspirations, enhance career prospects and develop workforce skills.
- 5.8 To monitor student enrolments, retention rates, examination results, outcomes, student destinations, career pathways and other information relating to the experience of students and compare with national benchmarks and related action plans where appropriate to include disadvantaged students and students with high needs.
- 5.9 To monitor and review the provision of careers information, advice and guidance for students, in line with the Gatsby Foundation Benchmarks.
- 5.10 To receive and consider College inspection reports and other external reviews and reports and to review progress against related actions plans
- 5.11 To consider and recommend to the Corporation the College's annual Self-Assessment Report (SAR) and to monitor plans for ongoing improvements.
- 5.12 To review the draft Accountability Statement
- 5.13 To receive regular updates on the College's Employer Connect Advisory Board
- 5.14 The Committee will oversee all aspects of the HE provision, including but not limited to:

- Curriculum development and review.
- Quality assurance processes (e.g., internal and external audits).
- Student experience, welfare, and support services.
- Staff development in teaching, learning, and research.
- Strategic planning and partnership development with universities or other HE institutions.
- Regulatory compliance (e.g., with the Office for Students).
- Review of annual reports, including data on student outcomes and satisfaction

5.15 To regularly monitor and review the implementation of the College's policies on equality and diversity

5.16 To review the constitution of a Students' Association, and consider amendments as may from time to time be proposed.

5.17 To consider and approve rules with respect to the conduct of students, including procedures for suspension and expulsion.

5.18 To monitor the operation of college wide services and impact on the student experience such as the catering and library facilities, through the College SAR or other means, and to act on such matters as may be required.

5.19 To monitor complaints and compliments received by the College.

5.20 To deal with such other curriculum or student matters as may from time to time be referred to the Committee for consideration or approval.

6. Reporting Responsibilities

6.1 The Head of Governance to the Committee shall circulate the minutes of each meeting, after approval by the Chair, to the Committee members, the Chairs of the other standing committees and the Chair and Vice-Chair of the Corporation.

6.2 Such 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 Committee shall be reviewed by the Committee every four years.

7.2 Amendments to membership and terms of reference shall be made by the Corporation on the recommendation of the Committee.