

## BOARD OF THE CORPORATION

### QUALITY STANDARDS COMMITTEE



#### TERMS OF REFERENCE

##### 1 Purpose

- 1.1 The Quality Standards Committee (“the Committee”) is a Committee of the Board of the Corporation.
- 1.2 The purpose of the Committee is to:
  - Scrutinise the standards of learner performance, particularly achievement, retention and pass rates and the positive progression of learners.
  - Consider the standards of teaching, learning and assessment and its impact on the success and progression of learners.
  - Take account of the view of the College’s major stakeholders, particularly learners, parents and employers.
  - Advise and report to the Corporation on the College’s performance and quality assurance system.
  - Oversee the completion of the Higher Education Quality Assurance Statement.

##### 2. Membership

- 2.1 The Committee shall consist of five members (excluding any co-opted external member). However, membership may include persons who are not governors who have been recommended by the Search, Governance and Development Committee and approved by the Board of the Corporation (to be known as co-opted external members). In this event the maximum membership shall be six.
- 2.2 A governor’s term of office as a member of the Committee shall last until the expiry of their term of office as a governor unless s/he has been appointed for a further term of office as a governor.
- 2.3 Co-opted external members of the Committee will be appointed by the Board and will hold office for a period of no longer than four years, following which they will be eligible for reappointment.

##### 3. Election of Chair and Vice-Chair

- 3.1 At the first meeting of the Committee in each academic year, members shall appoint a Chair and Vice Chair from amongst the members who are governors. Co-opted external members are not permitted to be appointed as Chair or Vice Chair of the Committee, but in all other respects are afforded equivalent status to full members of the Board of the Corporation.
- 3.2 In the event of the Chair and Vice Chair of the Committee being unable to attend, the remaining Committee members (noting paragraph 3.1), should elect one of themselves as chair for the meeting.

##### 4. Frequency of Meetings and Quorum

- 4.1 The Committee shall meet at least three times each academic year.

4.2 The quorum shall be three members of the Committee, two of whom must be full members of the Board of the Corporation (i.e. governors).

## **5. Responsibilities of the Committee**

5.1 To enable the Corporation to provide help and advice relating to the development of the College and the achievement and maintenance of high standards of teaching and learning;

5.2 To provide a forum for the College to test new ideas relating to curriculum delivery, assessment and student support;

5.3 To monitor the outcomes of the College's quality assurance system regarding learners' experiences, including learner destinations, satisfaction surveys and complaints;

5.4 To provide an opportunity for Members of the Corporation to describe the needs of the market place;

5.5 To advise the Board of the Corporation on targets, trends and developments in enrolment, retention and achievement;

5.6 To enable the Corporation to monitor and evaluate the development of the College's curriculum and the standards of student achievement, or teaching and learning and of support services in the College; the Committee will wish to request regular reports and reviews on matters of interest and/or concern and will wish to consider statistical information;

5.7 To enable the Corporation to monitor and evaluate the College's quality assurance systems, including self-assessment;

5.8 To monitor College development and compliance with all policies and procedures regarding equality of opportunity and diversity;

5.9 To monitor reports and actions plans relating to the continuous improvement of the student academic experience and outcomes.

5.10 To produce an annual report to the Board of the Corporation noting the work of the Quality Standards Committee in the previous year;

5.11 The Committee has the power to:

- request from the Principal, information relating to quality, curriculum matters and learning resources supporting the curriculum;
- request the Principal to undertake research into areas of concern; and
- make policy recommendations to the Board of the Corporation.

The Committee has no power to make spending decisions outside of the annual budgeting process. Any additional requirements to allocate resources will be referred to the Remuneration, Finance and Human Resources Committee or the Board of the Corporation.

5.12 The Committee has responsibility/delegated authority to review and approve strategies, policies and procedures as outlined in Appendix 1. However, the Committee is required to present strategies and policies to the Board where *substantial/significant* revisions are proposed.

## **6. Clerking Arrangements**

6.1 The Secretary to the Corporation or her appointed deputy shall be the clerk to the Committee.

## **7. Reporting to the Board**

7.1 The non-confidential minutes of each meeting of the Committee shall be presented to the next ordinary meeting of the Board of the Corporation for information or approval as appropriate.

7.2 Any recommendations made by the Committee will appear as separate items on the agenda for the next ordinary meeting of the Board.

## **8. Review and Approval**

8.1 The terms of reference of the Committee will be reviewed on an annual basis and recommendations made to the Board as appropriate.

8.2 These terms of reference were approved on 12 July 2017.

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### **Commentary**

Both the Quality Standards Committee and the Academic Board exist for the same broad aims, but operate at differing levels in the College structure.

Supported and informed by the work of its sub-committees, the Academic Board has a positive role in validation and improving quality. Its role also includes reviewing curriculum profiles. An example of this is the review of sector self-assessment reports (SARs). The Quality and Standards Audit Committee (a sub-committee of the Academic Board), verifies the self-assessment reports written by the curriculum areas, corporate services and for the cross-College areas, including Learners' Guidance and Support and Leadership and Management. Following this process the College Self-Assessment Report is then considered by the Academic Board and the Governing Body. In this way, the Academic Board takes on the role of improving the quality of academic performance.

The respective minutes of the Quality Standards Committee and the Academic Board are an agenda item for each body and are discussed in the context of continuously improving co-ordination between the two.

### **Revision History:**

- Approved by the Corporation on 13 July 2011 and supersedes terms of reference previously agreed.
- Reviewed by the Quality Standards Committee and recommended to the Corporation on 20 June 2012.
- Approved by the Corporation on 11 July 2012.
- Reviewed by the Quality Standards Committee and recommended to the Corporation on 20 June 2013.
- Approved by the Corporation on 10 July 2013
- Reviewed by the Quality Standards Committee and recommended to the Corporation on 18 June 2014.
- Approved by the Corporation on 08 October 2014
- Reviewed by the Quality Standards Committee and recommended to the Corporation on 17 June 2015.
- Approved by the Corporation on 06 July 2015
- Reviewed by the Quality Standards Committee and recommended to the Corporation on 15 June 2016.
- Approved by the Corporation on 13 July 2016
- Reviewed by the Quality Standards Committee and recommended to the Corporation on 14 June 2017
- Approved by the Corporation on 12 July 2017

**Quality Standards Committee  
Responsibility for Policy Review and Approval**

<b>Strategy/Policy/Procedure</b>	<b>Approved by QSC*</b>	<b>Reviewed and recommended to the Board of the Corporation for Approval</b>
Anti-Bullying Policy	✓	
Compliments and Complaints Policy	✓	
English, Maths and Learner Support Policy	✓	
Fitness to Study Policy	✓	
HE Program Changes and Closure	✓	
Learner Guide, Inc. Learner Charter and Disability Statement	✓	
Recognition of Prior Learning Policy	✓	
Self-Assessment Reporting	✓	
Substance Misuse Policy (Learners)	✓	
Teaching and Learning Policy	✓	
Quality and Standards Policy		✓
Work Experience	✓	

\* The Committee is required to present strategies and policies to the Board where *substantial/significant* revisions are proposed.