

the Sheffield College

Terms of Reference

Teaching, Learning, Quality and Student Experience Committee

Version 3: 6 November 2019

1. Constitution

At its meeting on 21 May 2018, the Governing Body resolved to establish a Teaching, Learning, Quality & Student Experience Committee to replace the existing Planning and Performance Committee with effect from 1 August 2018. The main purpose of the Committee is to monitor quality and standards of teaching, learning and the student experience and to ensure targeted action to improve the quality of the College's provision to good or outstanding within the timescales agreed by the Governing Body, and thereafter to maintain it.

2. Membership

2.1 The Committee, its Chair and Vice Chair shall be appointed by the Governing Body and will consist of up to 8 Governors including the Chief Executive and Principal, plus a Teaching Staff Governor and a Student Governor.

2.2 Membership may include persons who are not members of the Governing Body. Any such members will not be entitled to vote.

2.3 Other Governors shall have a right of attendance.

3. Quorum

A quorum shall consist of 40% of Committee members (the majority of which must be Governors).

4. Attendance at meetings

4.1 Deputy Chief Executive: Curriculum, Quality & Assessment and Executive Director of HR & Organisation Development. Other employees may be invited to attend as appropriate.

4.2 The Clerk to the Governing Body shall act as Clerk to the Committee

5. Frequency of Meetings

Meetings will be held at least three times per year.

6. Proceedings of Meetings

6.1 Every question to be decided at a meeting of the Committee shall be determined by a majority of the members present. Where there is an equal division, the Chair of the meeting shall have a second or casting vote.

6.2 A member may not vote by proxy.

6.3 The Committee may meet by telephone conference or by other "virtual" means.

7. Authority

The Committee is authorised by the Governing Body to:

7.1 Investigate any activity within its terms of reference.

7.2 Seek any information it requires from any employee, although normally through the Chief Executive and Principal or members of the Executive Team.

- 7.3 Obtain outside legal, or other professional advice and secure the attendance of others with relevant experience and expertise if it considers this necessary.
- 7.4 Establish task groups and to nominate 'subject' leads, provided such arrangements are regularly reviewed and updated.
- 7.5 Look into any questions of teaching, learning quality or student experience that arise from monitoring information or from concerns indicated by other Committees, other Governors or from members of staff and students, or from members of the public, but shall refer any individual student complaints, complaints by members of the public, or any staff grievances to the relevant processes.
- 7.6 Oversee, on its behalf, the College's arrangements for ensuring that high quality provision is accessible to students sharing different protected characteristics under the Equality Act 2010 such as students from different ethnic groups, age groups and those with High Needs, amongst others, and disadvantaged groups not covered by the Equality Act such as 'looked after children' and 'care leavers'..
- 7.7 Initiate action and/or pursue issues through the Governing Body.
- 7.8 Review and make recommendations to the Governing Body on revisions to these Terms of Reference.

8. Duties

The Committee will be responsible for ensuring continuous review and improvement within the authority delegated to it by the Governing Body, and within the framework set by the College's strategic objectives and overall mission. Its duties are to:

		Frequency
8.1	Advise the Governing Body on the College's strategic direction and educational character reflecting the changing needs of learners and employers; and the strategies of other key stakeholders.	Annually
8.2	Approve, on behalf of the Governing Body, reports and returns to relevant regulatory bodies including <ul style="list-style-type: none"> • the annual Self-Assessment Report, which shall include arrangements related to ensuring provision meets the needs of different groups of learners, such as students with High Needs, amongst others, • Safeguarding and Prevent reports to the local authority and the Education and Skills Funding Agency (ESFA), • Higher Education reports and returns to the Office for Students and validating bodies. 	Annually
8.3	Review, and recommend to the Governing Body for its approval, the Quality Improvement Plan (QIP) and / or Post Inspection Action Plan (PIAP) which shall include arrangements relating to different groups of learners such as those with High Needs, amongst others.	As and when required
8.4	Monitor progress and the impact of actions in the College Improvement Plan (QIP / PIAP), on behalf of the Governing Body, identifying any implications for the College's educational character or future Ofsted inspection outcomes, or other external reviews or regulatory action.	As and when required

8.5	Develop and review the policies and / or strategies needed to achieve continuous improvement in the College's performance, and monitor, including through the College Improvement Plan (QIP/PIAP): a) the outcomes, to ensure action plans achieve continuous improvements; b) the implications for the College's educational character.	As and when required
8.6	Ensure that quality standards agreed by the College with stakeholders and/or set by the College are adhered to, by: a) reviewing monitoring and quality assurance reports; b) considering survey outcomes; c) assessing the effectiveness of associated action plans.	Termly & as and when required
8.7	Ensure that the College's processes to meet standards of teaching, learning and assessment are effective and that they meet the requirements of Ofsted and/or other regulatory agencies. This will include monitoring: a) the performance development review process; b) teaching, learning and assessment outcomes; c) arrangements for ensuring that the College meets the needs of different groups of learners and is identifying and addressing any gaps in progress and attainment between different groups, including learners with High Needs.	Termly & as and when required
8.8	Consider and recommend to the Governing Body methods of governor engagement in the teaching, learning and assessment processes of the College.	As and when required
8.9	Undertake any other such duties as determined from time to time by the Governing Body.	As and when required

9. **Accountability**

9.1 The Committee will report to the Governing Body.

9.2 The Committee will consider whether any proposal or decision will have implications for the students of the College and will refer matters accordingly to the Governing Body.

Adapted from the Constitution and Terms of Reference for the Planning and Performance Committee drafted January 2011, approved by the Governing Body 31 January 2011; Proposed revisions November 2013; Amended March 2015; Amended February 2016 (following Ofsted Inspection); Amended July 2018 to take account of the recommendations of the Governance Task and Finish Group. Further Amended 24 October 2018 (s. 8.2) to delegate scrutiny and sign-off of annual returns to various funding and regulatory bodies, where regulations permit. Amended September 2019, as requested by the TLQSE Committee at its meeting 19 June.