

Teaching, Learning, Quality and Student Experience Committee Terms of Reference 2023-24 (reviewed annually and reapproved by Governing Body 12 July 2023)

Membership	Duties	Other
<ul style="list-style-type: none"> • Up to eight governors including: <ul style="list-style-type: none"> ○ Chief Executive and Principal, ○ one teaching staff governor and ○ one student governor. • The quorum is 40% of members (the majority of whom must be governors). • Governing Body shall appoint the members, Chair and Vice Chair. • Membership may include persons who are not members of Governing Body. Any such members will be entitled to vote and count as a member of the quorum. • Other governors shall have a right of attendance. 	<ul style="list-style-type: none"> • Advise 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. • Approve, on behalf of 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 (OfS), validating and degree awarding bodies. • Review, and approve on behalf of Governing Body, 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. • Monitor progress and the impact of actions in the college improvement plans (QIP / PIAP), identifying any implications for the college's educational character, future Ofsted inspection outcomes, other external reviews or regulatory action. • Develop and approve the policies and / or strategies needed to achieve continuous improvement in the college's educational performance and where appropriate to strengthen the college's contribution to meeting skills needs. • Ensure that quality standards agreed by the college with stakeholders and/or set by the college are adhered to, by: <ul style="list-style-type: none"> ○ reviewing monitoring and quality assurance reports, ○ considering learner survey outcomes and monitoring the student experience to provide assurance to Governing Body that there are management-led systems in place to provide the best financially sustainable learning experience for every student including those studying via a subsidiary or partnership arrangement. • 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 other regulatory agencies. This will include monitoring: <ul style="list-style-type: none"> ○ the outcomes of staff performance development review and teaching observation processes, ○ 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. ○ subcontracting arrangements to ensure their quality is equivalent to onsite provision. • At least annually, to recommend to Governing Body for adoption, a report on the effectiveness of the safeguarding arrangements • Report to Governing Body and undertake any other such duties as determined from time to time by Governing Body. • To offer advice to the Chief Executive and Principal. 	<p>Date of these Terms of Reference: October 2019 Reviewed and re-approved: December 2020, July 2021, July 2022, June 2023 Next review: July 2024</p>
Proceedings of meetings	Authority	
<ul style="list-style-type: none"> • Normally, there are four meetings per year, by virtual means if necessary. • It shall be entitled to meet in confidential session. • Members may not vote by proxy. • Questions shall be determined by a majority of members present. • Clerk and Governance Advisor to Governing Body shall be Clerk to the committee. 	<ul style="list-style-type: none"> • Investigate any activity, initiate action and/or pursue issues through Governing Body, within the committee's terms of reference. • Seek any information it requires from any employee, although normally through the Chief Executive and Principal or members of the Executive Team. • Obtain outside legal or other professional advice and secure the attendance of others with relevant experience and expertise if it considers this necessary. • Establish task groups and nominate 'subject' leads, provided such arrangements are regularly reviewed and updated. • Look into any questions of teaching, learning quality or student experience that arise from monitoring information or from concerns indicated by other committees, governors, members of staff and student groups, 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 college processes. • 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 'children, looked after' and 'care leavers'. • Initiate action and/or pursue issues through Governing Body. • Review and make recommendations to Governing Body on revisions to these terms of reference. • To approve on behalf of Governing Body college policies in the areas relevant to the committee's duties, whilst referring any changes to Governing Body for approval where they have implications for the college's educational character • In exercising its authority, the committee will consider whether any proposal or decision will have implications for college students and will refer relevant matters to Governing Body. 	