



THE CORPORATION OF WALTHAM FOREST COLLEGE

CURRICULUM AND QUALITY COMMITTEE

TERMS OF REFERENCE AND STANDING ORDERS

1. INTRODUCTION

1.1 The Terms of Reference and Standing Orders of the Curriculum and Quality Committee may be varied at any time by the Corporation.

1.2 The Terms of Reference and Standing Orders of the Curriculum and Quality Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.

1.3 Members are required to make known if they or a person with whom they have a close connection (e.g. spouse/partner or child) has a personal interest (be it financial or otherwise) in a matter before the Committee.

2. TERMS OF REFERENCE OF THE CURRICULUM AND QUALITY COMMITTEE

2.1. To monitor performance and quality assurance ensuring improvement and reviewing the Curriculum to ensure it meets the needs of learners, employers and the community.

Curriculum Matters

2.2. To annually review the College's Teaching and Learning Policy, and to recommend to the Corporation and to advise on its implementation.

2.3. To advise the Board on the curriculum balance within the College and to monitor this on an annual basis through the Curriculum and Quality Strategy.

2.4. To consider the implication of national policy/guidance which may be issued from time to time and advise the Board as appropriate.

2.5. On the basis of (1), (2) and (3) above, to consider and review the work of

- (i) each curriculum/programme area
- (ii) student support
- (iii) learning support

Quality Matters

2.6. To approve the Quality Strategy and monitor its implementation

2.7. To recommend to the Board performance targets including retention and achievement targets and to monitor outcomes.



2.8. To review the College self-assessment reports and make recommendations on the College Quality Improvement plan.

2.9. To probe and advise upon the rigour, completeness and consistency of the self-assessment reports, associated processes and the supporting evidence base.

2.10. To consider the outcomes of surveys of stakeholder satisfaction and resulting proposals for action, and to consider matters referred from the Board to the committee regarding complaints on the curriculum.

2.11. To consider the implications of national policy/guidance which may be issued from time to time and advise the Board as appropriate.

2.12. To consider reports and action plans relating to the continuous improvement of the Student academic experience and of student outcomes

2.13. To monitor and oversee collaborative arrangements between the College and third parties of the College.

2.14. To monitor, advise on and recommend to the Corporation matters relating to students at the College, and to advise the Board as appropriate.

2.15. To monitor risks within the remit of the Committee.

2.16. To annually review the effectiveness of the Committee

2.17 To undertake any other responsibilities from time to time delegated by the Corporation

3. MEMBERSHIP OF THE CURRICULUM AND QUALITY COMMITTEE

3.1 The Committee will be comprised of six (6) members of the Corporation including the Principal, Chair and/or Vice Chair(s) of the Corporation. Membership may include staff governors.

3.2 The Committee may co-opt additional external members to add expertise in identified key areas; such external co-opted members shall be regarded as full members of the Committee and shall have the power to vote and count towards the quoracy.

3.3 The Committee should include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. Collectively, Members of the Committee should have recent, relevant experience in finance and accounting.

3.4 In accordance with clause 3.2 It is permissible for a person other than a member of the Corporation to serve on the Committee if such an appointment is approved by the Corporation.

3.5 The membership of the Committee will be reviewed annually unless determined otherwise by the Corporation.



4. TERM OF OFFICE

4.1 The term of office of members of Committee will be reviewed annually unless determined otherwise by the Corporation.

4.2 A member of the Committee may resign from membership of the Committee by giving notice in writing to the Clerk.

4.3 A vacancy which arises during the period of office of the Committee will be filled by the appointment of a new member by the Corporation.

4.4 Members retiring at the end of the period of office shall be eligible for reappointment by the Corporation.

4.5 A member of the Committee will cease to be a member if he/she has been absent from three consecutive meetings of the Committee without the permission of the Committee.

5. APPOINTMENT OF CHAIR AND VICE CHAIR

5.1 The members of the Committee will appoint a Chair and a Vice Chair from amongst their number subject to ratification by the Corporation.

5.2 The Chair and Vice Chair shall hold office for one year unless agreed otherwise by the Corporation. Normally the period of office will commence at the first meeting of the academic session.

5.3 If both the Chair and Vice Chair are absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting.

5.4 The Chair and Vice Chair may at any time resign their respective offices by notice in writing to the Clerk to the Corporation.

5.5 The Chair and Vice Chair retiring at the end of their respective terms of office shall be eligible for reappointment.

6. QUORUM

6.1 Meetings of the Committee shall be quorate if three or more members are present of whom at least two are not staff members of the Corporation.

6.2 If the number of members of the Committee assembled for a meeting of the Committee does not constitute a quorum thereof, the meeting shall not be held. If in the course of a meeting of the Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.

6.3 If for the lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he or she thinks fit, cause a special meeting to be summoned as soon as practicable.



7. FREQUENCY OF MEETINGS OF THE CURRICULUM AND QUALITY COMMITTEE

7.1 Meetings of the Committee will be held as and when appropriate although it is envisaged that at least one meeting per term will take place.

7.2 All meetings of the Committee will be summoned by the Clerk who shall send to the members' written notice of the meeting and a copy of the agenda at least five working days in advance of the meeting.

7.3 A special meeting of the Committee may be called by the Chair and if necessary the arrangements detailed in paragraph 7.2 above may be varied.

8. PROCEEDINGS OF MEETINGS OF THE CURRICULUM AND QUALITY COMMITTEE

8.1 Every question to be decided at a meeting of the Curriculum and Quality Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.

8.2 No resolution of the Curriculum and Quality Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

8.3 The proceedings of meetings of the Curriculum and Quality Committee will be recorded in the minutes prepared by the Clerk to the Committee. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Corporation.

8.4 Separate minutes will be taken of any issues which are regarded by the Curriculum and Quality Committee to be confidential and as such the subsequent publication will be restricted.

8.5 The Terms of Reference and Standing Orders of the Curriculum and Quality Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during the published office hours.

9. CLERK TO THE CURRICULUM AND QUALITY COMMITTEE

The Clerk to the Curriculum and Quality Committee will be the Director of Governance who is the appointed Clerk to the Corporation.

10. ACCESS TO MEETINGS OF THE CURRICULUM AND QUALITY COMMITTEE

Access to meetings of the Curriculum and Quality Committee will be limited to members of the Curriculum and Quality Committee, the Clerk to the Curriculum and Quality Committee and any persons expressly invited to attend all or part of a meeting by the members of the Curriculum and Quality Committee.



11. CURRICULUM AND QUALITY COMMITTEE ANNUAL REPORT

As per best practice in other sectors, the Curriculum and Quality committee will produce an annual report which describes the work of the committee and any measurable objectives that it has set together with progress in their implementation.