

Colchester Institute Corporation

QUALITY AND STANDARDS COMMITTEE

Terms of Reference

1. **Membership**

The Committee shall comprise at least six members of the Corporation, including ex officio, the Chair of the Corporation Board, the Principal, and the Student Members.

The Board shall have the power to co-opt on to the Committee a person or persons who are not members of the Corporation when desirable.

2. **Chair**

The Chair of the Committee shall be appointed by the Corporation Board. If the Chair and his/her nominated deputy are unable to be present for all or part of a meeting, the Committee shall elect an acting Chair from among its members for that meeting. The Principal or a staff/student governor is not eligible to act as Chair.

3. **Terms of Office**

Members shall be appointed for a term of 4 years, and shall be eligible for re-appointment at the end of their term.

4. **Attendance of Non Members**

Senior College staff may attend the committee with the agreement of the Committee.

Other employees of the Institute, Board members who are not members of the Committee and professional advisers may also be invited to attend meetings of the Committee as appropriate. The Committee shall determine the extent to which it will permit observers to attend its meetings.

Only members of the Committee may vote, others attending meetings may speak by invitation but may not vote.

5. **Quorum**

The Quorum shall be 4 members of the Committee, of whom one shall be either:

the Chair of the Committee or his/her nominated deputy
or
the Chair of the Corporation Board.

6. **Clerk**

The Clerk to the Corporation shall act as clerk to the Committee

7. **Meetings**

The Committee shall meet at least three times each year.

The Committee will determine its procedures for identifying matters which are confidential and may, when deemed necessary to do so, go into confidential session and exclude all non members and observers other than the Clerk. Committee members may be excluded in accordance with the Instrument of Government.

8. **Reporting Procedures**

- 8.1. The draft Part I minutes will be made available on the College's website and the Governance Portal after they have been approved by the Committee Chair. They will then be presented to the next ordinary meeting of the Committee for formal approval.
- 8.2. The minutes will be sent to all Board members with the agenda for the next Board meeting.
- 8.3. Exceptionally, the Committee may designate items of a sensitive or confidential nature to be "Part II" items and they shall be so designated in the Minutes. Part II minutes will be reviewed at the end of each academic year and released for the public record if the Chair is satisfied that the reason for dealing with the matter on a confidential basis no longer applies.
- 8.4. At the end of each academic year, the Committee will prepare an annual report of its work during the year for submission to the Corporation Board:

9. **Responsibilities of the Committee**

- 9.1. To examine academic standards including associated performance indicators and to present to the Board periodic reports on quality performance, including action plans for improvement and their progress
- 9.2. To advise the Board on college targets for student success rates and to monitor outcomes
- 9.3. To analyse student performance including attendance, retention, withdrawal rates, achievement, progression, destinations and value added against targets and benchmark data and to report regularly to the Board.
- 9.4. To monitor and report to the Board on the effectiveness of the Institute ensuring weaknesses identified are addressed.
- 9.5. To review the results of teaching and learning observations, and to receive annually data on teaching qualifications.
- 9.6. To review and recommend to the Board the annual Self Assessment Report and advise the Corporation on key issues arising from the College self-assessment.
- 9.7. To receive and review reports on external events (including reviews, audits, inspections and accreditation visits) and to monitor any actions arising from these events.
- 9.8. To monitor and advise the Board on employer engagement activity.

- 9.9. To monitor issues of curriculum development in both the local, regional and national context
- 9.10. To assess the effectiveness of the Board's performance including identifying performance indicators and evaluating performance.
- 9.11. To receive reports from members linked with areas of the Institute and to monitor subsequent action.
- 9.12. To monitor the effectiveness of communication between the Board, staff, students and other stakeholders of the college.
- 9.13. To evaluate the performance of the Institute with regard to the Student Perception of College survey and Student Charter. In particular to review annually the number and nature of complaints that are received at the Institute and how these are handled in relation to the Institute's Policies
- 9.14. To monitor the attainment of external quality and charter mark awards.