

**Colchester Institute Corporation**  
**CURRICULUM AND QUALITY COMMITTEE**

**Terms of Reference**

**1. Membership**

- 1.1. The Committee shall comprise at least six members of the Corporation, including ex officio, the Chair of the Corporation Board and the Principal.
- 1.2. 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**

- 2.1. The Chair of the Committee shall be appointed by the Corporation Board.
- 2.2. 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.
- 2.3. 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 four years, and shall be eligible for re-appointment at the end of their term.

**4. Attendance of Non Members**

- 4.1. Senior College staff may attend the committee with the agreement of the Committee.
- 4.2. Other employees of the College, Board members who are not members of the Committee and professional advisers may also be invited to attend meetings of the Committee as appropriate.
- 4.3. The Committee shall determine the extent to which it will permit observers to attend its meetings.
- 4.4. Only members of the Committee may vote. Others attending meetings may speak by invitation but may not vote.

**5. Quorum**

The Quorum shall be three members of the Committee including either:

- the Chair of the Committee; or
- the Chair of the Corporation Board

**6. Secretary**

The Secretary to the Board shall act as Secretary to the Committee.

**7. Meetings**

- 7.1. The Committee shall meet at least three times each year.
- 7.2. 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 Secretary. Committee members may be excluded in accordance with the Instrument of Government.

## **8. Reporting Procedures**

The minutes of meetings of the Committee shall be reported to the next meeting of the Board.

## **9. Responsibilities of the Committee**

### **DECISIONS**

- 9.1. To agree procedures for the Link Governor scheme and monitor its implementation and effectiveness.

### **RECOMMENDATIONS**

- 9.2. To review and recommend to the Board:

- 9.2.1. the annual Self Assessment Report and advise the Corporation on key issues arising from the College self-assessment.
- 9.2.2. the annual HE Assurance Report and advise the Corporation on key issues arising from the report
- 9.2.3. the Constitution of the Students Union and to monitor its implementation.
- 9.2.4. the College's Policy on Child Protection and Safeguarding and to monitor its implementation.

### **OTHER RESPONSIBILITIES**

- 9.3. To monitor and advise the Board on:

- 9.3.1. the College's quality assurance procedures and systems.
- 9.3.2. employer engagement activity.
- 9.3.3. the quality of sub-contracted provision.
- 9.3.4. the effectiveness of the College ensuring weaknesses identified are addressed.
- 9.3.5. issues of curriculum development in both the local, regional and national context.
- 9.3.6. the effectiveness of communication between the Board, staff, students and other stakeholders of the college.
- 9.3.7. the student experience, including teaching, learning and assessment.
- 9.3.8. college targets for student outcomes, including Progress and Destinations
- 9.3.9. the attainment of external quality and charter mark awards.

- 9.4. 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.

- 9.5. To analyse student performance including attendance, retention, withdrawal rates, achievement, progress, progression, destinations and value added against targets and benchmark data and to report regularly to the Board.

- 9.6. To have oversight of and to monitor the College's teaching and learning observations procedure.

- 9.7. To receive and review reports on external events (including institutional validations, reviews, audits, inspections and accreditation visits) and to monitor any actions arising from these events.

- 9.8. To review and advise the Board on student support matters and to recommend policies relating to learners.

- 9.9. To assist in the production and review of the three year Strategic Plan for the College.

- 9.10. To keep abreast of major new initiatives arising from Government policies or legislation relating to learners and advise the Board as appropriate.