

Students, Learning & Quality Committee - Constitution and Terms of Reference

1. Constitution and Membership

- 1.1 The Corporation shall appoint between five and seven members to the Committee, the majority of whom should be external Members, on the recommendation of the People Strategy & Governance Committee.
- 1.2 Quorum: the Committee shall be quorate when 2 members are present. Where there are only two Members present and in the event the Committee, in line with its delegated powers, is required to make a decision, the Committee in its discretion shall either:
 - make the decision as long as both Members agree; or
 - defer that decision to the next scheduled committee meeting; or
 - call for an electronic resolution where the decision is time sensitive.
- 1.3 Appointment of Chair and Deputy Chair:
 - A Chair and Deputy Chair will be appointed by the Committee.
 - If the Chair is unavailable, the Deputy Chair will chair the meeting.

2. Clerking Arrangements

- 2.1 The Clerk to the Corporation shall act as Clerk to the Committee.

3. Attendance at Meetings

- 3.1 Attendance will generally be limited to Committee members, the Clerk, the Deputy Principal, the Vice Principal Quality and any persons expressly invited to attend all or part of a meeting. Corporation Members who are not committee members may also attend.

4. Proceeding and Frequency of Meetings

- 4.1 The Committee shall meet in accordance with the Corporation annual calendar of meetings and as a minimum at least once per term.

5. Reporting Procedures

- 5.1 Minutes of the meeting, following agreement with the Committee Chair, will be presented to the subsequent Corporation meeting, regardless of whether they have been confirmed as being a true record by the Committee.
- 5.2 The Committee Chair shall complete an assurance report which, together with Committee minutes, will be presented to the next scheduled Corporation meeting. The Committee Chair will present the assurance report to the Corporation, highlight relevant matters and make whatever recommendations the Committee deems appropriate on any area within its remit where action or improvement is needed.

6. Authority

- 6.1 As a matter of good practice, and as permitted under Article 4 of the Articles of Government, the Corporation has determined to establish a Learning and Quality Committee.
- 6.2 The Corporation has adopted the Code of Good Governance for English Colleges and the Committee, where relevant, will apply its principles on a 'comply or explain' basis.

7. Delegation

- 7.1. The Corporation shall delegate the following matters to the Committee:
 - 7.1.1 The making of rules concerning the conduct of students, including procedures for their suspension and expulsion, within relevant policies.
 - 7.1.2 The review and approval of the policies set out in Appendix 1

8. Purpose

8.1 The Committee is established to provide assurance to the Corporation that:

- the curriculum strategy is relevant, fit for purpose and meets the needs of the community that the College serves;
- the standards of academic delivery meet relevant internal and external expectations; and
- the necessary structures and processes for the effective provision of a safe and high quality student experience are in place; and
- strategic risks, which relate to the Committee's terms of reference, are being effectively managed.

9. Duties

9.1 Educational Character

The Committee shall be responsible for:

9.1.1 Advising and making recommendations to the Corporation on issues regarding the educational character of the College.

9.2 Curriculum

The Committee shall be responsible for:

9.2.1 Scrutinising, monitoring, evaluating and providing a supportive critical perspective to the development and operation of the College's curriculum strategy.

9.2.2 drawing to the Corporation's attention updates on new initiatives in teaching and learning.

9.3 Quality

The Committee shall be responsible for:

9.3.1 Scrutinising, monitoring and evaluating the College's quality strategy, systems and processes.

9.4 Performance

The Committee shall be responsible for:

9.4.1 Advising on and recommending to the Corporation appropriately benchmarked key performance indicators on relevant areas including attendance, retention, achievement, progression, destination and value added, across the full range of the Colleges' provision.

9.4.2 Scrutinising and challenging performance against key performance indicators.

9.4.3 Scrutinising and challenging levels of achievement for the whole College, student cohorts (including Higher Education provision) and specific groups of students, including disadvantaged students.

9.4.4 Providing relevant assurance to the Corporation that the College is operating in accordance with the principles and guidance of the Office for Students.

9.5 Self-Assessment and Quality Improvement Planning

9.5.1 Advising on and recommending to the Corporation:

- the annual self-assessment report, bench marked against national norms and detailed enough to provide assurance that the learning experience is being effectively monitored and appropriate learning resources have been made available;
- a robust and appropriately focused Quality Improvement Plan.

9.5.2 Regularly reviewing and challenging the progress and impact on actions within the quality improvement plan.

9.6 Student Experience / Voice

The Committee shall be responsible for:

9.6.1 Inviting students to attend Committee meetings to discuss their views and experience to enable the Committee to have close regard to the voice of students and the quality of the student experience.

9.6.2 Monitoring and evaluating the quality and impact of the student experience and how students are engaged and involved.

9.6.3 Receiving and considering the views of student and monitoring actions taken in response to those views.

9.7 **Community Engagement, Stakeholder Views and Complaints**

The Committee shall be responsible for:

- 9.7.1 Monitoring and evaluating the College's involvement / engagement with the local community, its corporate social responsibility strategy and public benefit.
- 9.7.2 Receiving and considering the views of other stakeholders and monitoring actions taken in response to those views.
- 9.7.3 Receiving an annual summary complaints report and evaluating the effectiveness of the complaints policy and procedures and the responses / outcomes to the complaints received.

9.8 **Careers Advice and Guidance**

The Committee shall be responsible for:

- 9.8.1 Advising the Corporation as to the extent the College is complying with its funding agreement requirement to provide appropriate careers advice and guidance.
- 9.8.2 Monitoring and evaluating the quality and impact of careers advice and guidance provided by students.

9.9 **Safeguarding and Prevent**

9.9.1 The Committee shall provide assurance to the Corporation as to the extent the College is complying with relevant legislation, regulation, policies, procedures and working practices regarding safeguarding and Prevent. Key areas of focus will include:

- receiving and scrutinising termly reports to monitor relevant activity, risks, key performance indicators and benchmarking data;
- receiving updates and briefings on changes to safeguarding and Prevent legislation and regulation, the implications of these changes and management responses.

9.10 **Equality, Diversity and Inclusion (EDI)**

The Committee shall be responsible for:

- 9.10.1 Receiving and interrogating the annual EDI Report, which it will recommend to the Corporation.
- 9.10.2 Monitoring and evaluating performance against EDI objectives and action plans.

9.11 **Policies**

- 9.11.1 The Committee will scrutinise and recommend to the Corporation for approval, the policies set out in Appendix 1.
- 9.11.2 The Committee will scrutinise and approve the policies set out in Appendix 1.

9.12 **Other**

- 9.12.1 The Committee shall be responsible for undertaking an annual review of its effectiveness.

Appendix 1

Policies	Committee Review and Recommend
Equality Scheme	Students, Learning & Quality
NWSLC Student Union Constitution	Students, Learning & Quality
Safeguarding & Child Protection Policy	Students, Learning & Quality
Students	Approval By Committee
Ethical Approval Guidance and Process Policy	Students, Learning & Quality
Freedom of Expression Policy	Students, Learning & Quality
Student Assessment Policy	Students, Learning & Quality
Student Advice Guidance and Careers Education Policy	Students, Learning & Quality
Student Attendance and Punctuality Policy	Students, Learning & Quality
Student Bullying and Harassment Policy	Students, Learning & Quality
Student Disciplinary Policy and Procedure	Students, Learning & Quality
Student Initial and Diagnostic Assessment Policy	Students, Learning & Quality
Student Involvement Policy	Students, Learning & Quality
Student Learning Support Policy	Students, Learning & Quality
Student Malpractice and Maladministration Policy	Students, Learning & Quality
Student Recruitment Policy	Students, Learning & Quality
Student Transgender Policy	Students, Learning & Quality
Senior Post Holder Remuneration Policy	People Strategy & Governance
Misc.	Approval By Committee
Comments Compliments and Complaints Policy	Students, Learning & Quality

