

QUALITY COMMITTEE TERMS OF REFERENCE

1 Constitution

The Quality Committee last reviewed its Terms of Reference on 15th June 2015.

This edition of the Terms of Reference came into effect on 19th January 2011 and is subject to any subsequent revisions of the Instrument & Articles of Government.

2 Objective

The Committee shall ensure that the College operates in accordance with the total Quality Management and Performance Review System in order to:

- improve quality wherever possible
- regularly review systems to ensure they are up to date and effective.

3 Membership

3.1 The Committee shall consist of:

- Five Corporation Members, one of whom will be the Student member, and one Staff Member
- The Principal and Executive Director

The advisers to the Committee may include:

- Deputy Principal FE Curriculum and Quality
- External Advisers

3.2 A quorum shall be 40% i.e. three members.

3.3 The Chairman and Vice Chairman shall be appointed by the Committee from among their number, excluding the Principal and Executive Director.

4 Term of Office

4.1 Once appointed to a Committee, the members will serve on that Committee until the end of their Term of Office, unless they resign from the Committee by writing to the Clerk to the Corporation.

4.2 If a Corporation member is re-appointed to the Board, re-appointment to the Committees will be considered at the same time.

5 Attendance at Meetings

- 5.1** Other Corporation members shall have right of attendance.
- 5.2** The Clerk to the Corporation shall be Clerk to the Committee.
- 5.3** Meetings shall be open to observers but the Chair has the right to ask any person present who is not a member of the Committee to leave the meeting if appropriate. (see access to meetings/public access).

6 Frequency of Meetings

- 6.1** Meetings shall be held not less than three times a year.

7 Authority

- 7.1** The Committee has authority to advise the Corporation of issues of quality within the College and on amendments to the existing quality review scheme.
- 7.2** The Committee should operate in accordance with best practice as advised by the Skills Funding Agency, Audit Commission and other statutory and advisory bodies.

8 Duties

The Committee shall be responsible for:

- monitoring of the Performance Review Policy and Procedure
- verification of self assessment, triennial reviews and course reviews
- monitoring of, and action for improvement on achievement, retention and destination.
- advising the Corporation on Targets for Retention, Achievement and Success.
- Advising the Corporation on the College's Quality Strategy.

9 Reporting Procedures

- 9.1** The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Corporation Members.
- 9.2** At each meeting the minutes of the last meeting shall be taken as an agenda item and, if agreed to be accurate, signed as a true record.
- 9.3** A folder of agenda, reports and minutes will be held in the Clerk's Office and made available during normal office hours at the College to any person wishing to inspect it. Approved minutes of Committees will be placed on the College's website for a period of not less than twelve months, subject to any confidentiality requirements in accordance with the Instrument & Articles of Government.

- 9.4** The Clerk will ensure that:-
- i. Restricted and confidential documents and reports should be marked with a declassification review date;
 - ii. Annual review is undertaken of items classed as ‘confidential’ or ‘restricted’ and recommendations for any declassifications are made for Corporation approval in order to make them publicly available once they either cease to be confidential or where it considers that the public interest in disclosure outweighs the reason for them to remain confidential.

10. ACCESS TO MEETINGS/PUBLIC ACCESS

- 10.1** The Corporation shall decide any question as to whether a person should be allowed to attend any of its meetings where that person is not a member, the Clerk or the Principal and in making its decision, it shall give consideration to any matters of confidentiality in accordance with the Instrument & Articles of Government.