

TERMS OF REFERENCE FOR QUALITY AND STANDARDS COMMITTEE

1 CONSTITUTION

The Governing Body resolves to adopt the following terms of reference for the Quality and Standards Committee

2 AIM

To advise the Governing Body on arrangements for assuring the quality and standards of activities in the College

3 MEMBERSHIP

3.1 The Committee shall consist of *six* Governors nominated by the Governing Body

3.2 Meetings of the Committee shall be quorate when at least three members are present, two of who must be Foundation Governors

3.3 The Chair of the Committee shall be appointed by the Governing Body on an annual basis.

3.4 The Principal and Deputy Principal shall be in attendance at each meeting

4. MEETINGS

2.1 Attendance

All members are expected to attend meetings, and the Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary

The Clerk to Governors shall be Clerk to the Committee

2.2 Frequency

Meetings will be held once per term, and more frequently if necessary

2.3 Minutes

The Clerk to the Governing Body shall be responsible for ensuring that minutes of the meeting are taken. These will be circulated to members of the Governing Body after approval by the Chair of the Committee

2.4 Agenda

The Clerk shall agree the agenda with the Chair of the Committee at least two weeks prior to the meeting

The Agenda and the papers shall be sent out by the Clerk at least one week prior to the meeting

5 DUTIES

In general these would follow the guidelines contained in Section 2 of the 'College Governor' portfolio issue to Governors. In particular the Committee will:

- 5.1 Review the College's Quality Policy on an annual basis
- 5.2 Ensure that effective arrangements are in place to assure the quality and standards of activities in the College
- 5.3 Monitor the College's performance and ensure that any necessary changes to bring about improvement are implemented, and thus ensure that standards are maintained
- 5.1 Make recommendations to the Governing Body regarding annual targets for student achievements and retention
- 5.2 Have a close involvement in the College's Self-assessment process
- 5.3 Receive regular reports on quality matters, and ensure that appropriate action is being taken on issues of concern
- 5.4 To consider any other specific issues referred by the Governing Body, and report their findings and recommendations back to the Governing Body

6 AUTHORITY

- 6.1 The Committee is authorised by the Governing Body to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any Governing Body member or employee of the College. All Governing Body members and employees are directed to co-operate with any request made by the Committee
- 6.2 The Committee is authorised by the Governing Body to obtain outside independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. Where this involves direct expenditure of above £ 5000 then the prior approval of the Governing Body is required.
- 6.3 The Committee is authorised by the Governing Body to co-opt other Governing Body members as necessary