

## STANDARDS COMMITTEE TERMS OF REFERENCE 2023/24

### **1 MEMBERSHIP**

- 1.1 The membership shall be a minimum of 6 and a maximum of 13 members and should include the Principal/CEO.
- 1.2 Membership can include staff governors and student members.
- 1.3 It is noted that Chair's action by the Chair of the Corporation may be required from time to time to maintain the minimum membership requirement.
- 1.4 Governors membership of the Committee will not exceed their term of office. Membership of the committee will end in line with a members term of office as a Corporation member, or at the request of the Corporation in order to refresh overall Committee membership
- 1.5 Committee membership may include associate members, whose skills strengthen the Committee and are complementary to those of Independent Corporation Members. Any such appointees will serve for a two-year term of office which is renewable by the Corporation on the recommendation of the Governance Committee.
- 1.6 Associates shall be eligible for re-appointment at the end of that period, subject to evidence of ongoing objectivity and satisfactory attendance and engagement.

### **2 QUORUM**

- 2.1 The quorum for meetings shall be 4 members, with at least 3 independent governors present. For the purposes of quoracy, an associate is considered to be independent.
- 2.2 If the quorum is not achieved, any agenda items requiring a decision will either be dealt with through a written resolution or deferred to the next scheduled meeting.

### **3 FREQUENCY OF MEETINGS**

- 3.1 The Committee will meet at least three times in each academic year, in line with reporting and regulatory requirements. Additional meetings may be called as necessary in agreement with the Chair.
- 3.2 Additional 'extraordinary' meetings will only deal with the items for which the meeting is called to address. Extraordinary meetings will not review minutes or actions of a previous meeting. These will be taken at the next scheduled meeting of the Committee.

### **4 RESPONSIBILITIES**

- 4.1 To recommend for approval the College's Quality and Higher Education Quality Strategies and to monitor their implementation.
- 4.2 To seek to raise standards across the College through consideration of reports on academic performance against targets and key indicators, such as retention, achievement and progression.

- 4.3 To consider termly reports on the departmental performance reviews.
- 4.4 To commission and consider reports on strategic curriculum issues.
- 4.5 To recommend for approval by the Corporation the College's Self-Assessment Report and the Quality Development Plan and to monitor its implementation
- 4.6 To monitor the implementation of the Student Engagement Strategy including reviewing learner feedback and monitoring the College's responsiveness.
- 4.7 To oversee the College's adherence to Public Sector Equality Duty requirements through monitoring the implementation of the College's Equality, Diversity and Inclusion Strategy.
- 4.8 To consider reports on external quality standards, such as Ofsted inspections, Office for Students quality assessments, the Teaching Excellence Framework and the Matrix Quality Standards.
- 4.9 To review the quality of the College's Higher Education provision, including the curriculum, progress against key performance indicators and any relevant external validation processes.
- 4.10 To receive an annual monitoring report on complaints and to approve the College's Complaints Policy.
- 4.11 To consider regular reports on safeguarding arrangements and to recommend for approval the College's Safeguarding Policy on at least an annual basis.
- 4.12 To consider any other matters relating to the quality and standards of the College's provision.

## **5 APPOINTMENT OF CHAIR AND VICE-CHAIR**

- 5.1 The Chair will be appointed by the Corporation for a two-year term of office and will be eligible for reappointment, subject to their relevant Corporation term of office.
- 5.2 In the event of the resignation of the Committee Chair (either as Chair or as a Governor) during the year, the procedure outlined in the Corporation's Standing Orders will be used to appoint a replacement Chair.
- 5.3 In the temporary absence of the Chair, a Chair will be appointed from amongst the governor members of the Committee for that meeting only.
- 5.4 The Committee will appoint a Vice-Chair from its members at the first meeting of each academic year, who will serve for a one year term of office. This may be an independent governor or an associate member, but not a staff governor, student governor, parent governor or the Principal/CEO.

## **6 CLERKING ARRANGEMENTS**

The Clerk to the Corporation will provide clerking for the Committee. In the absence of the Clerk, members can nominate a member to act as Clerk and take a record of the meeting. Although the Clerk cannot be a member of the Committee, a member acting as Clerk on a single meeting basis, remains a member of the Committee, can vote and counts towards quorum.

## **7 REPORTING TO THE CORPORATION**

- 7.1 The minutes of each Committee meeting will be circulated to the full Corporation.
- 7.2 The Chair of the Committee (or an agreed representative) will provide a verbal report to governors at the next full Corporation meeting.

## **8 GENERAL**

- 8.1 Decisions to be made at meetings of the Committee will be determined by a majority of the votes of the governor members present and voting.
- 8.2 Where there is an equal division of votes, the Chair will have a second or casting vote.

### **Membership 2023-24:**

**Committee Chair:** Roderic Gillespie (January 2023-January 2025)

**Committee Vice Chair:** Kash Kalim

### **For Information Membership for 23-24:**

Roderic Gillespie (I) (Chair)

Michelle Brabner (Pr)

Kevin Burke (I)

Catherine Durr (Staff)

Anita Holt (A)

Kash Kalim (I)

PJ (Paul) McGregor (Student)

Susannah Porter (I)

Katy Robinson (A)

Elaine Small (I)

Tracey Wood (I)