



Standards and Quality Committee

Terms of Reference

1. MEMBERSHIP

- 1.1 The Committee shall be appointed by the Board and comprise:
- Up to five (5) members (or such other number as the Board may from time to time determine)
- and
- Up to two (2) Co-opted members who are not Board members. These will be persons of established standing, reputation and integrity in the community which the College serves.
- 1.2 The Committee may invite other persons to attend meetings as deemed appropriate.
- 1.3 Members of the Committee, who are members of the Board, shall, at the Board's discretion, serve for the same term of office as their appointment as a member of the Board.
- 1.4 Co-opted members of the Committee will be approved by the University Board and will serve for a period of up to four (4) years, (the first twelve (12) months of which will be a probationary period), after which time their membership will be reviewed.

2. QUORUM

- 2.1 A quorum for meetings of the Committee shall be three (3) members of which two must be external Board / Co-opted members.

3. FREQUENCY OF MEETINGS

- 3.1 Meetings shall be held not less than three (3) times a year.

4. RESPONSIBILITIES OF THE COMMITTEE

- 4.1 To make recommendations to the Board in relation to the College's annual self-assessment report (FE).
- 4.2 To receive the outcomes of external verification processes.
- 4.3 To have oversight of the Teaching, Learning, Training and Assessment Strategy, and annual College internal assessment ratings, action plans and in year updates.

- 4.4 To monitor annual targets for learner retention and achievement and to receive updates on progress on those targets across all areas of provision.
- 4.5 To have oversight of the Learner Voice Strategy and to receive results of the annual student survey and outcomes from focus group sessions with students, and monitor performance against Learner Voice Strategy objectives.
- 4.6 To regularly review formal complaints received by the College and subsequent actions taken by SMT and the Executive Team.
- 4.7 To annually review issues of student discipline.
- 4.8 To receive updates on academic and vocational examination results.
- 4.9 To review the performance of the College against national averages and comparisons with Greater Manchester colleges.
- 4.10 To review changes to policies and procedures appropriate to the Committee's remit.
- 4.11 To advise the Board on other matters appropriate to the Committee's remit including matters specifically referred to it by the Board.
- 4.12 To review the Committee's performance in relation to its Terms of Reference on an annual basis.

5. ELECTION OF CHAIR

- 5.1 The Chair of the Committee shall be elected at the first meeting of the Committee in each College year.

6. CLERKING OF THE COMMITTEE

- 6.1 The Clerk to the Board shall be Clerk to the Committee.
- 6.2 Agendas and Papers

The agenda and meeting papers will be sent to members at least seven (7) days prior to the meeting. Members should forward any items for inclusion on the agenda to the Clerk to the Committee.

7. REPORTING TO THE BOARD

- 7.1 Minutes will be subject to approval at the following meeting. Once approved, minutes, other than those recording items of 'reserved business' will be placed on the College internet Governance page.
- 7.2 The Clerk shall circulate minutes of the meeting to the Committee and to all Board members.

8. REVIEW OF THE TERMS OF REFERENCE

- 8.1 The terms of reference may be amended, modified or replaced by resolution of the College and University Board.
- 8.2 The terms of reference should be reviewed by the College Board at least every three (3) years.