QUALITY & STANDARDS COMMITTEE
Terms of Reference

The Quality and Standards Committee (the **"Committee"**) is a committee of the Board established under the terms of clause 4 of the Articles of Government.

OBJECTIVE

To monitor all Group educational activities, including Apprenticeships and Higher Education provision.

To monitor learners' teaching and learning experience, rates of improvement and achievements, while at and leaving the Group.

To monitor and analyse the trends in Student Body satisfaction ratings.

To support and challenge the Group's senior leaders to drive improvement in the Group performance.

To consider and approve the quality strategy for the Group as required by Article 3(1)b of the Articles of Government.

To request and review appropriate qualitative data for the Group's whole provision.

To review regular safeguarding reports for the Group.

1. MEMBERSHIP

The Committee shall consist of a minimum of four members appointed by the Board.

The Committee may also have up to two co-opted members.

The Quality and Standards Committee must include individuals with an appropriate mix of skills and experience to allow the Committee to discharge its duties effectively. Collectively, members of the Committee should have recent, relevant experience in teaching, learning, training or curriculum education management and expertise in relation to skills and responding to regional needs. The abilities of the membership of the Quality and Standards Committee should

reflect the needs of the Board and should extend to expertise in all relevant quality and curriculum areas.

Appointments and membership of the Committee shall be reviewed on an annual basis by the Board.

2. TERMS OF OFFICE

Terms of office of the members shall be contiguous with their membership of the Board. Membership of Committees is reviewed by the Search, Governance and Remuneration Committee and members may be asked to move to another committee should this serve the Board more appropriately.

3. APPOINTMENT OF COMMITTEE CHAIR

The Board shall appoint the Committee Chair. In the absence of the Chair, the remaining members present shall elect one of themselves to chair the meeting.

The Chair shall serve for a term of one year and can be eligible for reappointment within the overall conditions of their membership of the Board.

Co-opted members shall not be appointed Chair, except in exceptional circumstances.

4. COMMITTEE PROCEDURES

QUORUM

Quorum will be 40% of the members to include co-opted members with at least three independent members present.

CLERKING

All meetings will be clerked by the Director of Governance. In their absence the Committee will appoint a Clerk.

FREQUENCY OF MEEETINGS

The Committee shall meet at least three times a year, at appropriate times during the meetings schedule.

ATTENDANCE AT MEETINGS

The Director of Governance will attend meetings of the Committee.

Other Board members shall have the right of attendance where approved by the Committee.

Senior managers shall attend and speak at a meeting of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee.

The Committee may invite the Board's advisors or third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee.

Attendees do not have voting rights.

NOTICE OF MEETINGS

Meetings of the Committee shall be convened by the Director of Governance.

The agenda for each meeting shall be approved by the Chair.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, and any person required to attend, no later than seven days before the day of the meeting. Supporting papers shall be sent to Committee Members, and other attendees as appropriate.

MINUTES

The Director of Governance shall minute the proceedings of all meetings of the Committee, including recording the names of those present and in attendance.

Draft minutes of Committee meetings shall be circulated promptly to the Chair for review and then onto Committee members.

The draft minutes of the Committee meetings shall be presented to the next meeting of the Committee for approval and open minutes published on the governance pages of the Group website.

REPORTING PROCEDURES

The Chair of the Committee shall present a summary report of the Committee's agenda at the subsequent Board meeting and the minutes of the meetings will be available to the Board.

PURPOSE OF COMMITTEE

The Committee is given authority by the Board and reports to the Board. The Committee shall act in an advisory capacity, making recommendations to the Board in respect of areas within its remit, specifically those set out below.

1. To satisfy themselves and assure the Board that the Group has sound arrangements in place to ensure quality, standards, teaching, learning and assessment and curriculum development
2. To determine and recommend the Quality or Curriculum Strategy for the Group to the Board for their approval
3. To oversee the Groups' annual Self-Assessment Process and scrutinise and recommend its approval to the Board
4. To oversee the production of the HE Self-Evaluation Document (SED) process and make recommendations to the Board
5. To participate in FE and HE self-assessment and inspection processes as appropriate
6. To regularly review and monitor the Group's performance in line with the KPI targets set in the Group's strategic plans and national and provider benchmarks
7. To monitor the students' teaching and learning experience, their rates of improvement and their achievements while at, and on leaving the Group
8. To receive and share with the Board and other committees the successes of the Group's students and curriculum areas
9. To receive scrutinise and advise the Board through the year on the Group's risks through the Quality Improvement Plan
10. To receive reports and consider action plans to address specific areas of improvement
11. To support and challenge the senior team to raise the quality of teaching and learning of all students at the Group
12. To regularly review reports on the quality of education reports with reference to deep dives and HE observations and actions and to advise the Board and other committees on matters concerning the quality and effectiveness of the curriculum
13. To be satisfied and assure the Board that the Group has the right arrangements in place to meet local skills and priority areas identified in relevant Local Skills Improvement Plans

14. To regularly review, analyse and monitor student attendance, retention and success rates
15. To receive and review reports on student numbers and marketing activities
16. To receive and review reports on the student experience, including Careers Information, Advice and Guidance
17. To receive and review reports on stakeholder engagement
18. To consider proposals and advise the Board and other committees on major changes to the curriculum offer and the resourcing implications for its delivery (staffing and physical requirements)
19. To request and receive presentations from relevant managers and staff on curriculum delivery and developments
20. To regularly receive reports, monitor and advise the Board on the Group's processes around Safeguarding, Prevent and EDI
21. To establish and monitor a mechanism, in conjunction with the Search, Governance and Remuneration Committee, for governor engagement for Board members to have an active involvement with key areas of the colleges, to inform their strategic approach to the quality of the Group's activities
22. To provide effective support and challenge to the Group's senior leaders, managers, staff and students.
23. To review quality and standards policies in line with the Board's Policy Framework

5. AUTHORITY

The Committee is authorised by the Board to obtain outside legal or other independent

professional advice at the expense of the Group, and to secure the attendance of outsiders

with the relevant experience and expertise if it considers necessary.

6. REVIEW

The Committee shall conduct an annual self-assessment to assess its contribution and effectiveness in fulfilling its terms of reference.

The Committee shall review annually its terms of reference to ensure that it is operating at maximum effectiveness recommending any changes to the Board for approval.

Date	Version	Summary of changes	Changes made by
10/06/25 25/06/2025	Annual review Approved	No recommended changes	Quality and Standards Committee Board
24/09/2024 09/10/2024	Annual review Approved	Changes made across all terms of reference to align the format and include all areas of the Committee's remit	Quality and Standards Committee Board