



## QUALITY & STANDARDS COMMITTEE Terms of Reference

This Quality & Standards Committee (the “**Committee**”) mandate has been adopted by the Board of RNN Group (the “**Corporation**”), and the Committee, established under Clause 4 of the Articles of Government. The Committee advises the Corporation on the Corporation’s systems of Quality and Standards arrangements.

The scope of the Committee’s work includes working to continuously improve the effectiveness of the Corporation’s approach to quality and continuous improvement of teaching and learning standards.

### **1. COMMITTEE COMPOSITION**

#### **1.1 Membership**

- 1.1.1 The Committee shall consist of up to five members and shall be appointed by the Corporation. This number may include persons who are not Governors who have been approved by the Corporation (to be known as Co-opted External Members).
- 1.1.2 At least one member of the Committee must have relevant, teaching, training or curriculum education management experience.
- 1.1.3 Appointments to the committee shall be for a period of up to two years extendable by no more than two additional two-year periods.

#### **1.2 Chair**

- 1.2.1 The Corporation shall appoint the Committee Chair. In the absence of the Chair, the remaining members present shall elect one of themselves to chair the meeting.
- 1.2.2 The Chair shall serve for a term of two years and can be eligible for reappointment within the overall conditions of their membership of the Corporation.
- 1.2.3 Co-opted External Members shall not be appointed Chair, except in exceptional circumstances.

- 1.2.4 The role of the Chair is to facilitate the functioning of the Committee and to maintain and enhance the quality of corporate governance of the Committee. The Chair's key responsibilities are to manage the affairs of the Committee and committee governance through effective committee meetings in order that the Committee can fulfil its obligations and responsibilities.

### **3. COMMITTEE PROCEDURES**

#### **3.1 Secretary**

The Clerk to the Corporation or their nominee shall act as the Secretary of the Committee.

#### **3.2 Frequency of Meetings**

The Committee shall meet at least four times a year, or more frequently as circumstances dictate.

#### **3.3 Quorum**

The quorum necessary for the transaction of business shall be a simple majority of the membership in place.

#### **3.4 Notice of Meetings**

3.4.1 Meetings of the Committee shall be convened by the Secretary of the Committee.

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

3.4.3 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 [five] working days before the day of the meeting. Supporting papers shall be sent to Committee Members, and other attendees as appropriate, at the same time.

#### **3.5 Attendance at Meetings**

3.5.1 The Vice Principal, Curriculum & Quality, Assistant Principal – Curriculum and Director of Quality shall normally attend meetings of the Committee. The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.

3.5.2 Other Corporation members shall have a right of attendance, save that the Committee may exclude Staff and Student Members

### **3.6 Minutes**

The Secretary shall prepare formal minutes for every meeting capturing key issues raised, and decisions and approvals made by the Committee. The minutes shall include the names of all those present at the meeting.

### **3.7 Corporation Reporting**

Following each Committee meeting, the Chair of the meeting shall report to the Corporation on material matters arising at meetings, and the minutes of the meeting shall, once approved by the Chair, be presented to the Board.

### **3.8 Annual Evaluation**

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

## **4. DUTIES**

4.1 To satisfy themselves and assure the Board that the college has sound arrangements in place to ensure quality, standards, teaching, learning and assessment.

4.2 To monitor the college's standard of performance and ensure that any changes necessary to bring about improvement are implemented and thus ensure that standards are maintained or raised.

4.3 To approve a college strategy for quality assurance, performance management and continuous improvement.

4.4 To participate in the self-assessment process and where appropriate, any arrangements for inspection.

4.5 To oversee the production of the College SAR process, SAR review and make recommendations to the Full Board.

4.6 To receive reports and consider action plans to address areas that require improvement, recognise and celebrate strengths.

4.7 To review and monitor college data paying particular attention to areas of best and poor performance.

4.8 Receive regular reports on the quality of teaching and learning with specific reference to all observations and associated actions;

4.9 To review the performance of the College against national and provider benchmarks;

4.10 To review the achievement of strategic quality aims

## **5. AUTHORITY**

5.1 The Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires from a third party, Corporation Member, Committee of the Corporation or employee of the College and all Corporation Members and employees of the College are directed to co-operate with any request made by the Committee.

5.2 The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice at the expense of the College, and to secure the attendance of outsiders with the relevant experience and expertise if it considers necessary.

## **6. REVIEW**

These Terms of Reference will be reviewed on an annual basis by the Committee.

## **7. CURRENCY**

These Terms of Reference were approved by the Corporation on 9<sup>th</sup> November 2017.