

## Quality and Improvement Committee – Terms of Reference

The primary role of the Committee is to gain assurance on behalf of the Board that:

- the curriculum is effectively responding to and meeting the needs of learners, employers, the community it serves and other key stakeholders at a local, regional and, where appropriate, national level.
- achievement, progress and progression of learners are being monitored against internal targets and are in line or exceed those achieved by colleges nationally.
- teaching, learning and assessment are being monitored and robust improvement actions are in place and being delivered.

The Committee shall seek to gain assurance that:

- 1.1 teaching, learning and assessment are consistently good or better with the ambition to be outstanding.
- 1.2 curriculum products and modes of delivery are appropriate and meet the needs of learners, employers and the local community.
- 1.3 attendance, retention, achievement, success and the rate of learner progress are in line with or exceed National Averages as well as meet internal targets.
- 1.4 robust processes and mechanisms are in place for curriculum planning, recruitment, quality assurance, self-assessment, quality improvement, strategic planning and learner feedback.
- 1.5 retention, achievement, success, attendance, progression and satisfaction levels are monitored for different groups of learners including those with protected characteristics. Actions are prioritised to narrow and reduce gaps.
- 1.6 Student Voice (through student surveys and student representation at the committee) is effectively used to monitor the quality of provision and prioritise improvements.
- 1.7 Partner, employer and student feedback is used to prioritise improvements in training and partnership working.
- 1.8 relevant Information, Advice and Guidance (IAG) is provided to learners and prospective learners to enable them to select appropriate courses and achieve positive progression outcomes.

- 1.9 Quality improvement actions and mechanisms to improve the quality of teaching, learning and assessment address shortfalls in performance and narrow any gaps in performance between different groups of learners.

The Committee shall:

- 2.1 annually review the KPIs and targets on quality of teaching and learning, student experience and outcomes for the academic year and recommend them to the Board for approval.
- 2.2 annually review the Teaching, learning and Assessment Strategy and associated milestones and recommend it to the Board for approval. Monitor the milestones of the strategy and gain assurance that actions to achieve them are appropriate and effective.
- 2.3 annually review the Curriculum Plan for the academic year and recommend it to the Board for approval.
- 2.4 annually review the Technology in Learning Strategy and associated milestones. Monitor the milestones of the strategy and gain assurance that the actions to achieve them are appropriate and effective.
- 2.5 annually review the College Self-Assessment Report and the Quality Improvement Plan and recommend them to the Board for approval.
- 2.6 annually review the annual EDI Report and the annual Single Equality Scheme and recommend them to the Board for approval.
- 2.7 annually review the College partnership contracts and recommend them to the Board for approval.
- 2.8 annually review the College's subcontracting delivery policy, arrangements and list of subcontractors for the academic year and recommend them to the Board for approval.
- 2.9 annually review the Student Engagement Strategy and recommend it to the Board for approval.
- 2.10 review student survey outcomes and monitor improvement plans.
- 2.11 review the College's Safeguarding provisions on a termly basis. Annually review the Safeguarding & Prevent Policy and Procedures for the academic year and recommend it to the Board for approval.
- 2.12 annually review the Complaints Report and how these have been resolved and report to the Board.

- 2.13 monitor progress against the College Quality Improvement Plan and gain assurance that it is being implemented in a timely manner.
- 2.14 review internal and external quality audit reports and gain assurance that their recommendations are being implemented in a timely manner.
- 2.15 review and approve proposals for adding, expanding, deleting, or modifying programs and courses offered by the College and make recommendations to the Board.

### **3 Membership**

- 3.1 The Committee shall comprise of up to 6 members including the Executive Principal and the LSBU Pro Vice Chancellor Education. The membership may include up to two persons who are not Members of the Board.
- 3.2 The Committee may invite the College's officers, advisers or other third parties, including students to attend meetings of the Committee as appropriate.
- 3.3 Senior managers with responsibility for academic standards and quality assurance related matters shall normally attend meetings at the invitation of the Committee.
- 3.4 The Chair and membership of the Committee shall be selected annually by the Board. The Chair must be a member of the Board.
- 3.5 The quorum for the Committee shall be 3, subject to at least 2 Board members being present.
- 3.6 The Clerk to the Board shall normally act as Clerk to the Committee.
- 3.7 The Committee will normally meet at least once per term and twice in the autumn term.
- 3.8 The Terms of Reference will be reviewed bi-annually or prior to this if there are any changes to legislation or regulatory requirements.