



SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
FURTHER EDUCATION CORPORATION

LEARNING AND QUALITY COMMITTEE

TERMS OF REFERENCE

1. **MEMBERSHIP**

1.1 The membership shall:

- a. Consist of 4 members of the Corporation, providing at least 3 are external members of the Corporation. In addition, external co-opted members may be appointed.
- b. Have an appropriate mix of skills and expertise to discharge the Committee's role effectively.

1.2 Members of the Learning & Quality Committee shall be appointed annually by the Corporation.

1.3 The Chair of the Learning & Quality Committee shall be an external member of the Corporation and shall be appointed/reappointed annually by the Corporation. Co-opted members are not eligible for appointment as Chair.

2. **ACCOUNTABILITY AND PURPOSE**

2.1 The Learning & Quality Committee is responsible to the Corporation. The main purposes of the Committee are:

- to monitor progress against the College's strategic aim of achieving outstanding teaching, learning and assessment and quality standards.
- to review the Skills Strategy, Higher Education Strategy, Quality Strategy and College Self-Assessment Report ahead of their presentation to Corporation for approval.
- to gain assurance that the curriculum responds to and meets the needs of learners, employers, and other key stakeholders at local, regional, and national levels.
- to monitor the continuous improvement of the learner experience.
- to hold the College Executive to account for the academic standards, quality of teaching, behaviour and attendance across the College.

3. **ROLE OF THE COMMITTEE**

The role of the Learning & Quality Committee is to scrutinise, challenge and review:

- 3.1 The quality of Teaching, Learning & Assessment and to ensure continuous improvement of teaching and learning.
- 3.2 The continuous improvement of the learner experience by ensuring that the “Learner Voice” is acted upon appropriately.
- 3.3 The Quality strategy and make recommendations to the Corporation for its approval.
- 3.4 The Skills Strategy and make recommendations to the Corporation for its approval.
- 3.5 The Higher Education Strategy and make recommendations to the Corporation for its approval.
- 3.6 The College, including Higher Education, Self-Assessment Reports (SARs) in advance of their presentation to Corporation for approval.
- 3.7 Progress against the College Improvement Plan, arising from Self-Assessment.
- 3.8 The Compliments, Suggestions and Complaints annual report.
- 3.9 The Access and Participation plan Annual Report.
- 3.10 The Learner Charter, Behaviour Policy, Learner Codes of Conduct and associated student rules and procedures and recommend to Corporation for approval.
- 3.11 The Careers and Employability Report, and to seek assurance that high quality and relevant Information, Advice and Guidance (IAG) is provided to all learners, and prospective learners, to enable them to choose the course that is appropriate for them and to achieve positive progression outcomes.
- 3.12 Learner Destination Data and Key Performance Indicators and set KPI targets for Corporation approval.
- 3.13 External benchmarking data for comparison and trend analysis.

- 3.14 To seek assurance that appropriate processes are in place to capture stakeholder views and that they are analysed and responded to effectively.
- 3.15 The outcomes for different groups of learners and to seek assurance that actions are in place to narrow and reduce gaps.
- 3.16 Policies relevant to the role of the Committee, determined by the Committee's Business Plan, and recommend for Corporation approval.
- 3.17 The College's response to outcomes from external inspections and to monitor the implementation of subsequent action planning.
- 3.18 The impact of government regulatory changes on skills and the curriculum.
- 3.19 To deal with such other matters as may from time to time be referred to the Committee for consideration or approval.
- 3.20 The Committee will review its own effectiveness on an annual basis.

4. **MEETINGS AND QUORUM**

- 4.1 The Committee shall meet at least three times each year to consider matters arising from its terms of reference or matters placed on the agenda at the request of the Corporation or of the Chair or any member of the Committee.
- 4.2 The College Principal and/or Deputy Principal shall normally be in attendance.
- 4.3 Where possible, the Staff and Student Members shall normally be in attendance.
- 4.4 The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.
- 4.5 The quorum for meetings shall be any 3 members, provided at least 2 are External Members. The Chair of the Committee will have any casting vote in decision making of the Committee.
- 4.6 All meetings shall be conducted to an agenda approved by the Chair.
- 4.7 The agenda of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee and circulated together with relevant agenda papers to members of the Committee at least seven days before each meeting.
- 4.8 Where matters of a sensitive or confidential nature are to be discussed at a meeting the Clerk, in consultation with the Chair, shall reserve these matters to a confidential agenda. Details and papers of such agenda shall not be circulated

unless the circumstances which caused them to be considered sensitive or confidential no longer pertain.

5. **REPORTING PROCEDURES**

5.1 The Clerk to the Corporation shall be the Clerk to the Learning & Quality Committee.

5.2 Learning & Quality Committee minutes shall be included in Corporation papers and reported upon at Corporation meetings.

Originator:	Clerk to the Corporation
Date of latest review:	April 2023
Date of last approval:	27 April 2023
Approved by:	Corporation
Review interval:	Annually
Next review due by:	October 2024