**The Corporation of Newham Sixth Form College**

**Curriculum, Quality & Engagement Committee**

**Terms of Reference – Approved by the Corporation on 13 July 2022**

The Curriculum, Quality & Engagement Committee has been established by the Corporation to provide detailed consideration and where appropriate approval of a number of specific aspects of the life of the College having regard to the provisions of the Instrument & Articles of Government and the other statutory and regulatory requirements placed on the College.

The Committee will not adopt an executive role.

To fulfil the role the Corporation has approved the following Terms of Reference of the Committee:

1. To review and challenge the draft of the College Self-Assessment Report (SA)R and the associated Quality Improvement Plan (QIP) and to forward to the Corporation for approval with an indication of any concerns that the approach will not bring about the required improvements and progress towards achieving the objectives set out in the Strategic Plan.
2. To review performance against targets with a particular focus on student enrolment, retention, achievement and success and to make known to the Corporation any emerging concerns including any equality and diversity considerations.
3. To review the education performance of the College (as a whole and the constituent parts) relative to other colleges – nationally, regionally and locally as appropriate.
4. To review the arrangements for identifying courses of concern and the actions taken by the College to bring about improvements with a particular focus on those courses where progress is slow.
5. To review the key policies and strategies associated with curriculum, quality and engagement of students and to approve on behalf of the Corporation unless any aspects would change the educational character of the institution in which case there must be consideration by the Corporation. These will include:

* The Annual Report on Complaints (see 13 below)
* Careers Strategy
* Ready to Learn Policy
* Students’ Union Constitution

1. To consider and advise the Corporation on the range, adequacy and sufficiency of the College’s curriculum offer – the College as a whole and the consistent parts including having regard to any proposed capital developments and the extent that these support employer engagement so as to support the role of the New Build Task & Finish Group.
2. To receive, consider and comment on reports on the quality of teaching, learning and assessment and the proposed approach to bringing about ongoing improvements to benefit the student experience with a focus on:

* The arrangements for raising aspirations
* Tracking student progress and destinations
* The impact of staff training and development

1. To receive, consider and comment on any Government and other national initiatives falling within the role of the Committee and to make known views to the Corporation and others as appropriate.
2. To receive, consider and comment on regular reports relating to the Learner Voice including the outcome of surveys.
3. To commission and receive reports related to the student experience from stakeholders, including the Students’ Union and the College Executive, to provide context for and enhance the College Self-Assessment Report and the Quality Improvement Plan
4. To monitor the College’s progress in achieving and maintaining appropriate quality marks.
5. In terms of Safeguarding and Prevent:

* To receive and consider the College’s policies and procedures associated with Safeguarding and Prevent and to forward recommendations to the Corporation for approval.
  + To receive and consider the Annual Report on Safeguarding (incorporating Prevent) and to forward to the Corporation to raise awareness together with any comments and, if appropriate, concerns.
  + To receive and consider regular in-year updates on Safeguarding and Prevent.

1. To receive, consider and comment on the complaints and compliments received by the College including the Annual Report.
2. To oversee the items set out in the Risk Register specifically assigned to the Committee
3. To address on behalf of the Corporation any other issues falling within the general remit of the Curriculum, Quality & Engagement Committee which may arise from time to time including those specifically referred to the Committee by the Corporation

**Authorisation of Expenditure**

The Committee does not have any financial authorisation responsibilities on behalf of the Corporation.

**Membership**

The membership of the Committee will be determined from time to time by the Corporation.

The Principal & Chief Executive will be an ex officio member of the Committee.

**Chair and Vice Chair of the Committee**

The Chair will be appointed by the Corporation on an annual basis.

The Committee will be invited to appoint a Vice Chair from within the approved membership of the Committee for the following year.

The Principal & Chief Executive will not be eligible to serve as Chair or Vice Chair of the Committee.

**Quorum**

The quorum for meetings of the Committee will be 3 Members of the Corporation and this can include the Principal & Chief Executive.

**Frequency of meetings**

The Corporation Calendar provides for the Committee to meet at least once a term. In addition the Committee is empowered to arrange additional meetings for specific needs.

**Agendas for meetings**

The agendas for meetings will be prepared by the Clerk to the Corporation in consultation with the Chair of the Committee and the Principal & Chief Executive.

The agendas will specify:

* the date and start time of the meeting
* the location of the meeting
* the items of business to be considered which will include, unless there are exceptional circumstances, the minutes of the previous meeting of the Committee
* an opportunity to identify other items of urgent business and items for subsequent meetings
* an invitation to determine the date and time of the next meeting

The agenda for a meeting will be circulated at least 7 calendar days prior to the meeting although, given the nature of business to be considered, the Corporation recognises that there needs to be a degree of flexibility to address emerging and changing circumstances.

Individual Members may suggest items to be included on the Agenda of a future meeting by advising the Chair and the Clerk at least 21 days before a meeting with an explanation of why the issue requires attention

**Issues which arise in between meetings**

There will be occasions when issues arise between meetings which require attention.

If the matter is procedural and unlikely to be contentious the issue will be progressed by the Clerk via Written Resolution with the outcome reported to the subsequent meeting of the Committee.

If the matter is of material importance and or likely to be contentious arrangements will be made to call a meeting of the Committee.

**Minutes of meetings**

Minutes of meetings of the Committee will be prepared by the Clerk setting out the issues addressed and the agreed actions.

The accuracy of the minutes will be determined at the subsequent meeting of the Committee prior to approval and signing by the Chair.

The minutes of the Committee will be presented to the subsequent meeting of the Corporation so that all Members are aware of the issues and can contribute.  If the minutes have not yet been confirmed by the Committee this will be clearly stated.

**Clerk to the Committee**

The Clerk to the Corporation will act as Clerk to the Committee.

In the absence of the Clerk to the Corporation and if alternative cover arrangements are not possible, a suitable substitute will be identified by the Chair of the Committee or the Principal & Chief Executive in consultation with the Chair of the Committee so as to publish the agenda and/or prepare the minutes as appropriate.

**Attendance at meetings of the Committee by persons other than Members of the Corporation and the Clerk to the Corporation.**

The Principal & Chief Executive will invite appropriate members of the College staff to attend meetings of the Committee where they can contribute to the discussions and progress issues on behalf of the College.

External Advisors will also be invited to attend meetings of the Committee as and when this is thought to be helpful by the Chair of the Committee and/or the Principal & Chief Executive.

**Review of the Terms of Reference**

The Terms of Reference of the Committee will be reviewed from time to time and at least once every other year (usually at the July meeting of the Corporation) by the Corporation having regard to the views of the Committee.