

ANNEX H OF STANDING ORDERS: TEACHING AND LEARNING COMMITTEE TERMS OF REFERENCE

1. Purpose

To oversee the development of the curriculum to ensure that it meets the needs of stakeholders and to monitor the effectiveness of systems and processes in place to support the quality of education, teaching and learning and outcomes for students.

The committee will review all provision delivered by the College including:

- Education programmes for young people
- Apprenticeships
- Adult learning programmes
- Learners with high needs
- Higher education
- International

2. Responsibilities of the Committee:

- a) To ensure the curriculum is aligned with and supports the priorities set out in the Strategic Plan.
- b) To establish, recommend to the Board and monitor progress with relevant College Key Performance Indicators as they apply to the responsibilities of this committee.
- c) To review outcomes of internal and external quality assurance inspections, student satisfaction surveys, complaints reports and actual destinations reports.
- d) To review the quality framework and associated quality processes and outcomes relating to the quality of teaching, learning and assessment.
- e) To review the impact of CPD on the quality of education and student outcomes.
- f) To oversee the College's self-assessment processes (SAR for FE and IAHR for HE), to recommend these to the Corporation for approval, and to monitor action plans arising from them.
- g) To monitor and review the College Improvement Plan and recommend for approval by the Corporation.
- h) Oversee and respond to the requirements of external quality assurance bodies, such as Ofsted and ESFA (FE provision), the Office for Students, and the Quality Assurance Agency (HE provision) and UK Visa and Immigration - Tier 4 (International provision).
- i) Keep under review the principal criteria of the Education Inspection Framework, QAA and Tier 4 and consider reports on their implications for any action that may be necessary on the part of the College and Board.
- j) To review college activities associated with supporting students, including pastoral care. To monitor progress and attainment for vulnerable/disadvantaged students.
- k) To have oversight of the College's safeguarding arrangements.

- l) On behalf of the Board to oversee the activities of the College's Student Voice framework, including the Student Council. To review and raise the standard of the student experience through engagement with and feedback from students to inform future strategies for further improvement.
- m) To review and monitor strategies for engaging with employers and other stakeholders to remain responsive to workforce trends and to support new curriculum initiatives.
- n) To review existing and planned curriculum provision and consider major factors affecting its design, such as implications of national policy/guidance and to advise the Board as appropriate.
- o) Within its area of responsibility to monitor the management and control of risk.
- p) To annually review and recommend the following policies for approval:
 - Complaints Policy
 - FE admissions policy
 - HE admissions policy
 - HE Access agreement
 - Quality Assurance Framework
 - Development and Assessment of Teaching and Learning Policy
 - Safeguarding and Prevent Policy
- q) Such other matters as the Board may from time to time refer to the Committee.

3. Membership

- The membership of the Teaching and Learning Committee will comprise a minimum of three independent governors, plus the CEO.
- The Principal will be in attendance at all meetings of the Committee.
- The Chair of the Board will be an ex officio member of the Committee.
- The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary. This will normally include the relevant senior managers (they will not have voting rights).
- The Board has powers to appoint up to two co-opted members to meet its skill needs, these individuals may not hold the position of Chair.
- The membership of the Committee for each new College year will be confirmed at the last meeting of the Board of Governors in the preceding College year.
- The Committee may invite the Board's advisers or other third parties to attend meetings of the Committee as appropriate. Such people shall not have a vote but shall be entitled to speak at the meeting.

4. Quorum

- Two independent governors, one of whom should be the lead safeguarding governor, must be in attendance for the meeting to be quorate.

5. Frequency of Meetings:

- The Teaching and Learning Committee shall meet at least once per term.

6. Appointment of Chair

- The Chair of the Board will recommend a Chair and Vice-Chair of the Teaching and Learning Committee to the Board for approval. These roles will be confirmed at the last meeting of the Board of Governors in the preceding College year.

7. Clerking of the Committee

- The Governance Manager shall act as Clerk to the Committee.

8. Reporting to the Board

- The key issues from the Teaching and Learning Committee shall be reported to the subsequent meeting of the Board and minutes shall be made available.

Approval Date:	27 July 2020 Board Meeting
Review Date:	July 2021 Teaching and Learning Committee Meeting Board Meeting