



QUALITY, TEACHING & LEARNING COMMITTEE

TERMS OF REFERENCE

Membership:

- 1 The membership of the Committee shall comprise of a maximum of 15 members including:
 1. The Chair of the Committee to be appointed by the Governing Body
 2. The Vice-Chair of the Committee to be appointed by the Governing Body
 3. Other Governor recommended by S&G Committee
 4. Student Governor(s)
 5. The Principal (ex-officio)
 6. The Executive Director for Curriculum & Quality (ex-officio)
 7. The Executive Director for Student Experience (ex-officio)

In addition, the membership may also include Co-opted members who are appointed initially for 12 months and eligible to vote.
- 2 A term of office shall be for a period of four years and in line with their term on the Board.
- 3 Members will be ineligible to serve on the Committee for more than two terms, with the exception of, the ex-officio members.
- 4 The Committee may invite other persons to attend meetings in order to provide advice and evidence to the Committee. Such persons shall not have a vote but shall be entitled to speak at the meeting.
- 5 Other Governing Body members shall have a right of attendance on agreement with the Chair. The Committee has the right when they are satisfied that it is appropriate, to meet without the staff or student members being in attendance.
- 6 The Committee shall be entitled, whenever it is satisfied that it is appropriate to do so, to go into confidential session and, subject to quoracy, exclude any or all participants and observers, except the Clerk to the Committee.
- 7 The Committee may, with permission of the Governing Body, obtain outside legal or other independent professional advice if it considers this to be necessary.

- 8 The quoracy for the Committee shall be 40% or at least three members, whichever is greater. This must include the Chair or Vice Chair and one ex-officio member excluding the Principal.

Terms of Reference

The Quality, Teaching & Learning Committee is responsible for advising the Governing Body on the overall academic performance of the College, and has the following functions and responsibilities:

1. To approve College policies in relation to Quality, Teaching, Learning and Assessment.
2. To monitor the College performance against the current Inspection Framework.
3. To consider and recommend to the Governing Body the College's annual Self-Assessment Report.
4. To recommend for approval and monitor the College Quality Improvement Plan to ensure it is appropriate and adequate for improving standards.
5. To request and scrutinise reports on the impact on teaching and learning of the College's quality improvement strategies.
6. To monitor the College's state of readiness for inspection through engaging internal and external specialists.
7. To agree and approve KPIs in order to monitor and contribute to the College's aim of improving the quality of teaching, learning and assessment and all other services to the College's students and clients.
8. To request and scrutinise reports on student attendance and in-year retention, lesson observations, staff and student surveys and other quality assurance issues.
9. To monitor the curriculum portfolio and educational programmes to ensure they meet the local needs and interest of the students, employers and national community.
10. To directly monitor the HE developments and performance through updates from the HE Curriculum Director or equivalent.

11. To consider the College's response and resultant strategies to meet National and Governmental initiatives relevant to the Committee.
12. To approve any policies or other duties as delegated by the Governing Body.
13. To receive reports from Governor's visits to the College including learning walks, and reports from Link Governor Visits, in order to gather and validate evidence of the impact of the college's quality improvement strategies.
14. To consider the remit of other committees to ensure cross checking but no overlap.
15. To review and make recommendations to the Governing Body on the GSAR of the Board with consideration of the Committee self-assessment.
16. Oversight of the effective completion of the resulting Governing Body Improvement Plan.

Reporting Procedures

17. The Committee shall meet at least three times a year and report to the Governing Body. Regular monitoring calls/meetings are held during term time to give information and assurance on agreed themes.
18. The Clerk to the Governing Body shall minute all meetings and circulate the agenda and minutes.
19. At each meeting the minutes of the last meeting shall be taken as an agenda item, and if agreed to be accurate, signed as a true record.

Agenda Framework

NB: Summary sheets to be prepared for all papers

November	March	June
ED Student Experience report	ED Student Experience report	ED Student Experience report
EDs Report to include: <ul style="list-style-type: none"> • Progress against College Improvement Plan • Headline KPIs • Induction Survey • Enrolment against targets • SAR Validation Panel • QIP Curriculum Performance Review Panel 1 • Intended destination data • English & maths update • External Verifier • Summary – previous year's overall performance • Monitoring of Apprenticeship Performance 	EDs Report to include: <ul style="list-style-type: none"> • Progress against College Improvement Plan • Headline KPIs • SAR Validation Panel • QIP Curriculum Performance Review Panel 2 • Teaching, learning and Assessment Survey initial findings • Business Planning Update • English & maths update • Actual Student Destination • Monitoring of Apprenticeship Performance 	EDs Report to include: <ul style="list-style-type: none"> • Progress against College Improvement Plan • Headline KPIs • Exit Survey & Results initial findings • SAR Validation Panel • QIP Curriculum Performance Review Panel 3 • Planned Destination • Business Planning Update English & maths update External Verifier Summary – current year's performance to date • Monitoring of Apprenticeship Performance
HE & Adults Update (if not reported to a monitoring call)	HE & Adults Update if not reported to a monitoring call)	HE & Adults Update if not reported to a monitoring call)
Approve the College SAR	Review of the Education Plan (College QIP) and update on progression	Review of the Education Plan (College QIP) and update on progression
		Reviewing and making recommendations to Governing Body on the GSAR of the Board with consideration of the Committee self-assessment. Oversight of the effective completion of the resulting Board Improvement Plan.
Feedback from GIV and Link visits	Feedback from GIV and Link visits	Feedback from GIV and Link visits

Reviewed QTL 23/11/17

Approved at GB 13/12/17 (Paper SGB17/1361d)

Reviewed by QTL 28/6/18

Approved at GB 18/7/18

Review QTL 25/6/19

Approved GB 17/7/19

Review QTL 25/5/20
Approved GB 15/7/20
Review QTL June 2021
Approved GB 14 July 2021
QTL review 7/3/23
GB approval 23/3/23

Approve March 2023