

CURRICULUM & QUALITY ASSURANCE COMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1 To oversee college curriculum provision and ensure effective quality assurance in all aspects of the student experience.

2. MEMBERSHIP AND CHAIRSHIP

- 2.1 Membership of the Committee shall comprise at least seven members of the Governing Body to include the Chief Executive, the academic staff member, and the student member.
- 2.2 The Chair of the Committee shall be appointed by the Committee from among its members and shall serve for a term of two years. The Chief Executive, staff member and student member shall not be eligible for appointment to this position.
- 2.3 In the absence of the Committee Chair at a meeting, the Committee shall elect another member of the Committee, other than the Chief Executive, staff member, or student member, to chair the meeting.

3. QUORUM

- 3.1 The quorum for the Committee shall be three and must include at least one member other than the Chief Executive, staff and student member.

4. ATTENDANCE AT MEETINGS

- 4.1 Relevant members of the management team, as designated by the Chief Executive, will normally attend meetings of the Committee.
- 4.2 The Committee may invite other college personnel or third parties to attend any meeting of the Committee where their knowledge or experience could contribute to the business of a particular meeting.
- 4.3 The Secretary to the Governing Body will act as Secretary to the Committee.
- 4.4 Any person in attendance at a meeting shall not be entitled to vote on any matter under consideration by the Committee.

5. FREQUENCY OF MEETINGS

- 5.1 The Committee shall meet at least three times during the academic year with additional meetings held as required.

6. VOTING PROCEDURE

- 6.1 The voting procedure shall be in line with the Articles of Government and Standing Orders for South West College with the Committee Chair having a second or casting vote where there is an equal division of votes.

7. REPORTING PROCEDURE

- 7.1 Minutes of meetings of the Curriculum & Quality Assurance Committee shall be circulated to all members of the Governing Body subject to any confidentiality restrictions.
- 7.2 The Chair of the Committee shall give a verbal report to the Governing Body in support of the minutes. If the Chair of the Committee is absent from a Governing Body meeting, he / she shall nominate a member of the Committee to deliver the verbal report of the committee meeting to the Governing Body.

8. FUNCTION AND AUTHORITY

- 8.1 To contribute to the development of strategic objectives, through the College Development Plan process, for meeting local and regional education and skills needs linked to DfE objectives and targets.
- 8.2 To contribute to the setting of curriculum governance key performance indicators with a particular emphasis on student recruitment, retention and achievement (success).
- 8.3 To monitor and assess student and other performance on an ongoing basis against the College Development Plan and other key target areas.
- 8.4 To monitor the standard of educational provision by reviewing the College Self Evaluation and Quality Improvement Plans, Education and Training Inspectorate reports and other internal monitoring and external inspection reports.
- 8.5 To monitor the effectiveness of arrangements in place to deliver a quality student experience.
- 8.6 To review and inform student related policies.
- 8.7 To review arrangements for the safeguarding of children and vulnerable adults and provide assurance on the adequacy of these arrangements to the Governing Body.
- 8.8 To monitor the effectiveness of college provision for students with Special Educational Needs.
- 8.9 To monitor the effectiveness of college services in supporting students and the curriculum.
- 8.10 To consider and advise on the establishment of effective strategic partnerships which are beneficial to the development of the College.
- 8.11 To ensure that models of best practice locally, nationally and internationally in the provision of further and higher education and training are identified, considered and adopted where appropriate.
- 8.12 To advise and inform the Governing Body on the above and all other areas of curriculum, quality assurance and associated matters.

Adopted by the Governing Body on:

19/11/2025