CURRICULUM & QUALITY ASSURANCE COMMITTEE TERMS OF REFERENCE

SOUTH WEST COLLEGE

1.0 PURPOSE

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

2.0 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 normally serve for a term of two years, and shall be eligible for re-election thereafter. 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.

3.0 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.

4.0 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.

5.0 FREQUENCY OF MEETINGS

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

6.0 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.

7.0 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.

8.0 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:

04 November 2026