



## TERMS OF REFERENCE AND STANDING ORDERS

### QUALITY AND STANDARDS COMMITTEE

1. The Quality and Standards Committee is established by the Board of Governors.
2. **COMPOSITION.** The Quality and Standards Committee shall comprise up to eleven persons (including co-optees) of whom one shall be the Principal & Chief Executive *ex-officio* and one shall be a Staff Governor.

Non-governor members of the Senior Leadership Team shall attend, and the Committee may request the attendance of such college staff or others who may assist in its work.

Any Governor not a member may attend in a non-voting capacity.

The Governance Advisor will act as Clerk to the Committee.

3. **OVERALL PURPOSE**

- To promote the academic performance of the College through effective planning, target-setting and monitoring and advising the Board of Governors on the College's Strategic Plan and Performance Indicators.
- To promote the well-being of children, students and vulnerable adults and safeguard them from harm through effective planning and policies, target setting and monitoring of reports and advising the Board of Governors at the annual review of the appropriate policies and procedures.

4. **KEY TASKS**

- a) Review of the College's vision, mission and strategic objectives and monitoring of performance against them
- b) Review and, as necessary, recommend revision of the College's Strategic Plan and Accommodation Strategy
- c) Consideration of proposals for changes to the College's Quality Assurance and Self-Assessment systems and consideration of regular reports on academic performance including the Self-Assessment Report

- d) Self-Assessment of the Board of Governors in accordance with the College Self-Assessment and Quality System
- e) Provision of advice to the Board on actions and targets necessary to raise standards and widening participation
- f) Review of College policies relevant to the curriculum, student services and equal opportunities
- g) Monitoring of reports on Safeguarding and related issues and provision of advice to the Board of Governors on actions necessary to ensure the safety and protection of children and vulnerable adults in the care of the College
- h) Monitoring the training and updating of the Designated Senior Person for Safeguarding matters and staff, the regular communication of the remit to all college staff involved with children and vulnerable adults and the interaction with the appropriate partnership agencies (e.g. Shropshire Council, Social Services and the Shropshire Safeguarding Children Board)
- i) Monitoring of preparations for College Inspection and external reviews (other than those falling under the brief of the Audit & Risk Management Committee), review of Inspection Reports and monitoring of progress against action plans
- j) Promotion of the Board's understanding of curriculum issues and monitoring of effective liaison between Governors and College schools

## 5. **MEETINGS**

The Committee shall meet as often as necessary but not less than once per term.

## 6. **TERM OF OFFICE**

- a) Membership of the Committee shall be for four years. Retiring members will be eligible for re-appointment for second or subsequent term.
- b) A member may at any time, by notice to the Governance Advisor, resign his or her membership.

## 7. **VACANCIES**

Upon the occurrence of a vacancy or expected vacancy amongst members it shall be for the Board of Governors to select and appoint a person to fill the vacancy.

## 8. **APPOINTMENT OF CHAIR & VICE CHAIR**

- a) The Chair shall be appointed by the Board of Governors and shall serve for two years. He/she will be eligible for a second term.

- b) The Vice Chair shall be appointed by the Board of Governors (after consultation with the Chair) and shall serve for two years. He/she will be eligible for a second and subsequent terms.
- c) The Chair may at any time, by notice to the Governance Advisor, resign his or her Chairmanship.
- d) If the Chair is absent from any meeting of the Committee, the Vice Chair will assume the role. If the Vice Chair is also not available, those members present shall choose one of their number to act as Chair for that meeting.

**9. QUORUM**

- a) Meetings of the Committee shall be quorate if three or more members are present.
- b) If the number of members assembled for a meeting of the Committee does not constitute a quorum therefore, the meeting shall not be held and a new meeting date set.
- c) If during the course of a meeting the number of members thereof present cease to constitute a quorum, the meeting shall be terminated forthwith.

**10. AUTHORITY**

- a) The Committee is authorised by the Board of Governors to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee of the College and all employees are directed to co-operate with any request made by the Committee.
- b) The Committee is authorised by the Board of Governors to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise, if it considers this necessary.

**11. REPORTING PROCEDURE**

The Clerk to the Committee shall circulate minutes of the meetings of the Committee to members of the Board of Governors and place the non-confidential minutes on the College website.