

TERMS OF REFERENCE QUALITY AND CURRICULUM COMMITTEE

CONSTITUTION

The Committee is a Committee reporting to the Corporation.

MEMBERSHIP

Members will be Members of the Corporation or those who are not Members of the Corporation but who are co-opted by the Corporation and will include: The Principal, a parent governor, a student governor and two other governors.

In addition the Committee will co-opt two members of staff who are not members of the Corporation. The Chair will be a member of the Corporation other than the Principal, a parent, student or staff member.

The Chairman of the Committee will be selected by the Corporation.

QUORUM

The quorum is two members of whom one must be a governor who is not a member of staff (including the Principal) or a student.

ATTENDANCE

The Vice Principal and the Assistant Principal (Director of Student Services) will normally attend meetings, together with the Clerk to the Corporation. Others may attend at the invitation of the Chairman.

PURPOSE

- 1) Approve and monitor the College's Quality Assurance Policy and Procedures,
- 2) Monitor and provide advice to management on changes in the curriculum at a strategic level,
- 3) Review the results of the quality assurance processes,
- 4) Monitor and review performance indicators for all aspects of the College including achievement and retention statistics,
- 5) Monitor implementation of action plans falling within its terms of reference,
- 6) Advise the Corporation on matters within the terms of reference.
- 7) To consider and advise on the appropriateness of the processes used by the College (including the Corporation) in producing its annual self-assessment report.

FREQUENCY

Meetings will normally be held once a term in advance of a Corporation meeting.

AUTHORITY

The Committee has specific authority as delegated by the Corporation from time to time.

REPORTING

The Clerk will be the Clerk to the Corporation. Formal minutes will be taken of all meetings and will be presented to the next meeting of the Corporation. Minutes will be approved and signed at the next meeting of the Committee.

Last reviewed: June 2011 Corporation Approved: July 2011 Review: Annual
