BHASVIC

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, one or more Parent Governors, a Staff Governor, Student Governor/s and two other Governors.

In addition, the Committee may co-opt one Member of Teaching Staff who is not a Member of the Corporation. The Chair will be a Member of the Corporation other than the Principal, a Parent, Student or Staff Member.

The Chair (or Co-Chairs) of the Committee will be selected by the Corporation.

QUORUM
The quorum is three Members of whom two must be Governors who are not Members of Staff (including the Principal) or a Student.

ATTENDANCE
The Deputy Principal, the Vice Principal (Director of Student Services) and Vice-Principal (Digital and Communications) will normally attend meetings, together with the Clerk to the Corporation. Others may attend at the invitation of the Chair.

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, wider student provision and safeguarding at a strategic level,
3) Review the results of the quality assurance processes,
4) Monitor and review performance indicators 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.
8) Responsibility to lead on the Skills Duty.

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.