



COLEG GWENT FURTHER EDUCATION CORPORATION CURRICULUM & QUALITY COMMITTEE

TERMS OF REFERENCE

Update approved 25 February 2020

Purpose of the Committee

The committee is a non-statutory committee established to monitor and oversee the implementation and performance of key developments in all areas of curriculum and quality. This includes full-time mainstream, part-time mainstream, Adult Community Learning (ACL), Welsh for Adults (WfA) and Work Based Learning (WBL).

The Committee has executive responsibility only as specifically delegated to it by the Corporation.

1. Executive Responsibilities

- 1.1 To receive updates on Learner Voice issues and make recommendations for Learner Voice activity.
- 1.2 To ensure that the College meets legislative requirements as they apply to students, including Safeguarding, Prevent, ALN Bill, Equality & Diversity, admissions etc.
- 1.3 To scrutinise quality indicators on general standards of provision. To include complaints reporting, progress against the Teaching & Learning Strategy, IQA/EQA etc.
- 1.4 To scrutinise and challenge subject areas where performance/standards are identified as requiring improvement.
- 1.5 To oversee the College's Curriculum Strategy and to monitor the development of the Curriculum Plan, ensuring it is achievable and meets Welsh Government requirements and targets. To include monitoring of admissions against targets.
- 1.6 To oversee the implementation and impact of new curriculum initiatives (e.g. Career Colleges, Skills etc.).
- 1.7 To review the WBL strategy and monitor performance.
- 1.8 To review and approve relevant Tier 2 curriculum and quality related policies and procedures as delegated by the Board.

2. Advisory Responsibilities

- 2.1 To review the Annual Self-Assessment Report for recommendation to the Board (ensuring that it meets Welsh Government requirements).

2.2 To review the HE Strategy and performance and recommend the Annual Academic Assurance Statement for approval by the Board.

2.3 To advise the Board on relevant Tier 1 policies

3. Monitorial Responsibilities

3.1 To monitor the implementation of the Quality Development Plan and its impact against Key Performance Indicators.

3.2 To monitor and assess the impact of Employer Forums in developing curriculum to meet employer requirements and responding to Regional Skills Priorities.

4. Additional matters

4.1 The Governance Officer will act as Clerk to the committee.

4.2 The committee will address any other matter referred to it by the Board.

4.3 The Committee Chair will regularly report on the activities of the committee to the Board.

4.4 The Governance Officer will ensure that copies of minutes (or draft minutes) are circulated to all Corporation members for information at the next appropriate Board meeting.

4.5 These Terms of Reference will be reviewed ANNUALLY

Membership:

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Comprising: 4 Independent Governors
1 Teaching Staff Governor
1 Student Governor (FE)
1 Student Governor (HE)
Principal/Chief Executive

Additional External Members maybe appointed and the committee may obtain independent, professional advice and invite the attendance of non-members with relevant experience or expertise at its meetings.

Quorum: 50%

Frequency of meetings: Termly (minimum 3 times per year)