

## **Heart of Yorkshire Education Group**

### **Curriculum and Quality Committee**

#### **Terms of Reference**

#### **1 Objectives**

1.1 The Curriculum and Quality Committee ('Committee') shall advise the Corporation ('Corporation') of The Heart of Yorkshire Education Group (the Group) about the quality of education across the Group. It:

- Is accountable to the Corporation.
- Has overall responsibility for assuring the Corporation that the Group has a culture of continuous improvement which delivers high quality education, an ambitious curriculum and creates an inclusive environment for all learners and apprentices.
- Focuses on the quality of the Group's curriculum, teaching and training including how well learners' and apprentices' needs are met; the quality of the learner and apprentice experience including their attendance, behaviour, participation, development and to what extent they thrive and feel that they belong; levels of learner and apprentice achievement; and the rigour and impact of the quality assurance and quality improvement processes.
- Provides assurance to the Corporation on the self-assessment validation process and monitors progress of the Group's quality improvement plan ('QIP').

#### **2 Membership**

2.1 The Committee shall be appointed by the Corporation, on the advice of the Search and Governance Committee, and shall normally consist of eight members (of whom no more than three shall be co-opted members).

2.2 Members should include:

- A staff governor,
- Either independent governors, or co-opted governors who provide the committee with Higher Education and/or Further Education experience.
- A student governor should be encouraged to attend, either as a committee member or an attendee.

- 2.3 The Search and Governance committee shall review the membership of the Committee on an annual basis.
- 2.4 A quorum shall be three members, the majority of whom must be full board members.
- 2.5 Co-opted members will have voting rights on the Committee. They do not have a right to attend other committee or corporation meetings.

### **3 Appointment of Chair and Vice Chair**

- 3.1 The Chair and Vice Chair of the Committee shall be appointed by the Committee and shall be independent Corporation members.
- 3.2 The Chair and Vice Chair of the Committee should not be any of the following:
- The Principal/Chief Executive
  - A staff or student governor
  - A Co-opted member
- 3.2 The Chair and Vice Chair shall hold office for one year, and until the first meeting of the Committee of the subsequent academic year.
- 3.3 At the end of the term of office the Chair and Vice Chair shall be eligible for re-appointment.
- 3.4 If the Chair and Vice Chair are absent from any meeting of the Committee, the members shall choose one of their number to act as Chair for that meeting.

### **4 Meetings**

#### **4.1 Attendance**

- The Principal / Chief Executive (if not a member) will be invited to attend each meeting as an observer and to contribute to discussions and may nominate any person to attend in their absence.
- The Group Executive Director of Curriculum and Quality Standards, the Group Executive Director: Student Experience & Support, the Group Executive Director: External Relations & Development and the Director of Quality and High Performance will normally attend meetings of the Committee.
- The Committee may also invite any other person its members may think fit to attend meetings and report to the Committee when necessary.
- The Governance Professional shall be Clerk to the Committee.

## 4.2 Frequency of Meetings

- The Committee should meet at least four times each academic year, or more often if considered necessary.
- Additional meetings may be convened by the Chair, in consultation with the Corporation Chair.
- Meetings should be scheduled to take place prior to the meetings of the Corporation to ensure that any matters discussed can be brought to the attention of the Corporation if necessary, at the earliest opportunity.

## 5 Authority

- 5.1 The Committee is authorised by the Corporation to obtain outside independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.
- 5.2 The Committee may investigate any activity within its Terms of Reference.
- 5.3 The Committee is authorised to seek any information it requires from any employee of the College. All employees of the College are directed to cooperate with any request made by the Committee.

## 6 Duties

In addition to the responsibilities set out in 1:1 above, the Committee shall:

- 6.1 Advise the Corporation on the Group's strategic direction and educational character reflecting the changing needs of learners, apprentices and employers and the strategies of other key stakeholders.
- 6.2 Review, and recommend to the Corporation for its approval, the annual Self-Assessment Report ('SAR') and QIP and/or Post Inspection Action Plan ('PIAP') (as the case may be).
- 6.3 Monitor progress and the impact of actions in the QIP/PIAP, on behalf of the Corporation.
- 6.4 Monitor the standard of teaching, learning and assessment across The Group.
- 6.5 Monitor learner and apprentice achievement across all provision types offered by the Group.
- 6.6 Monitor the quality of the learner and apprentice experience including their wellbeing, attendance, behaviour, participation, development and to what extent they thrive and feel that they belong.
- 6.7 Monitor the Group's safeguarding and Prevent duty processes and ensuring the Group complies with its legal obligations regarding the same. As part of this duty, the Committee will

review and recommend the Group's Safeguarding Policy and Procedures to the Corporation annually.

6.8 Undertake an annual programme of governor engagement activities that enable the Committee to assure the Corporation about the quality of its provision, the impact of improvement processes and actions, and the quality of the learner and apprentice experience, so that learners and apprentices thrive and feel that they belong.

6.9 Review an annual report on student destinations.

6.10 Review student complaints annually.

6.11 Undertake any other such duties as determined from time to time by the Corporation including reviewing, recommending to the Corporation (or approving (where appropriate)) reports and strategies.

6.12 Consider any such matters which it may, in its absolute discretion, consider necessary relating to its duties as set out in this paragraph.

## **7 Reporting Procedures**

7.1 The Clerk to the Corporation shall circulate minutes of meetings of the Committee to all Corporation members as attachments to the agenda for the next Meeting for information and decision as necessary.

7.2 The Chair of the Committee will provide reports and updates to the Corporation following each Committee meeting.

7.3 The Chair of the Committee will have regular updates with the Group Executive Director of Curriculum and Quality Standards and will use their judgement when updates to the Committee are required.

## **8 Equality, Diversity and Inclusion Statement**

The Group values diversity and inclusion and is committed to promoting equal opportunities, eliminating discrimination and creating an inclusive learning environment. Therefore, the Committee will exercise its responsibilities, as far as practicable, to promote equality, diversity, and inclusion and will carry out its business to promote equality of opportunity for all.

## **9 Safeguarding Policy**

The Corporation recognises its moral and statutory responsibility to safeguard and promote the welfare of learners and apprentices. We work to provide a safe and welcoming environment where learners and apprentices are respected and valued. We are alert to the signs of abuse, neglect, radicalisation and extremism and follow our procedures to ensure our learners and

apprentices receive effective support, protection and justice. The Corporation expects Governors, staff and volunteers working on behalf of the Group to share this commitment.