Curriculum & Quality Committee Terms of Reference

2025 - 2026

Barking & Dagenham College

A Truly Great College - Passionate About Success

Purpose

To drive improvements and manage risk within the quality, standards and assessment of teaching and learning and throughout the learner experience

Scope

- 16-18
- Adult
- High Needs
- Apprenticeships
- Higher Education
- Strategic Risks (Curriculum & Quality)

1 Remit

1.1 To review and monitor the range, responsiveness and relevance of the College's curriculum offer to ensure it meets national priorities and responds to the needs of the local community

1.2 To monitor the remit of the Committee against the strategic risk register and recommend amendments to the register to the Corporation as appropriate

1.3 To oversee the raising of standards by setting targets, agreeing on performance indicators and monitoring progress, including against sector benchmark data for learner retention, attendance, success, achievement and progression

1.4 To ensure continuous monitoring of high-performing areas and dissemination of good practice

1.5 To monitor and drive the improvement of any provision that falls below expected standards.

1.6 To advise the Policy & Resources Committee of any risks that need to be reviewed concerning staffing and/or resources to ensure rigorous monitoring of physical and human resources on teaching and learning.

1.7 To oversee the development of the College's quality strategy and policy and to receive reports on internal quality reviews and to monitor subsequent actions

1.8 To monitor and drive the College's HE provision including the HE Academic Board

1.9 To review and raise the standard of the learner experience (employability, enrichment, pastoral (EEP), industry placements) through engagement with and feedback from learners (learner voice) to inform future strategies for improvement

1.10 To consider the outcomes of surveys of learner/stakeholder satisfaction and complaints and to make recommendations to the management and the Board as appropriate

1.11 To probe and advise upon the rigour, completeness and consistency of the self-assessment report, associated processes and the supporting evidence base and the action taken in response to the Quality Improvement Plan

1.12 To review arrangements for ensuring continuous improvement in equality, diversity and inclusion and the promotion of British Values monitor progress against appropriate equality and diversity impact measures specific to learners.

1.13 To review and monitor strategies for engaging with employers and other stakeholders to remain responsive to workforce trends

1.14 To monitor and review learner progression including internal progression, progression to higher education or into employment

1.15 To monitor risks identified through the Committee and to seek to provide assurance to the Board that mitigations are appropriate and effective.

1.16 To monitor the College's performance against other regulatory bodies and quality marks. In order to do this effectively, the Committee will focus on quality achievement rates, KPI's, league tables to include cohort size, three year trend data and national averages. This will be monitored via the Quality Improvement Action Plan, KPI's, league tables, learner voice, quality marks, quality cycle and other relevant reports.

2 Membership

2.1 The Curriculum & Quality Committee shall consist of at least four Corporation Members, one of whom shall be the Principal/CEO. The Staff and Student Member (s) shall also sit on this Committee.

2.2 The Committee shall have the power to invite others to attend meetings to address specific issues. Relevant members of the College Leadership Team will be invited to attend meetings when their areas are subject to deep dives by the Committee and/or at the Committees request to ensure accountability.

2.3 Co-options will be permitted. Corporation Ambassadors may also be invited to attend meetings in agreement with the Committee Chair.

2.4 The Clerk to the Committee will be the Chief Governance Officer

3 Terms of Office

3.1 Members appointments to the Committee will run concurrent with their membership of the Corporation.

4 Quorum

4.1 Meetings of the Committee shall be quorate if three or more Members are present, one of whom should be the Chair or Vice-Chair of the Committee.

4.2 The frequency and duration of meetings shall be determined by the business to be dealt with by the Committee' however, meetings shall be held not less than 3 times per year.

5 Appointment of Chair and Vice-Chair

5.1 At the first meeting of the yearly committee cycle, the Committee shall appoint a Chair and Vice-Chair from among the Members, other than the Principal/CEO, Student or Staff Members.

5.2 The Chair and Vice-Chair shall hold office for one year but shall be eligible for reappointment.

6 General:

The Curriculum & Quality Committee is a Committee of the Board of Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The Committee will be held accountable by the presentation of meeting minutes by the Committee Chair to the meetings of the Corporation.

6.1 The Committee may be asked to perform such other functions as the Corporation may delegate under its Articles of Government to the Committee which are consistent with the purpose shortly described within these Terms of Reference.

6.2 In order to ensure good practice, the terms of reference will be reviewed annually by the Committee. Next review – November 2026.