

## **PERFORMANCE AND STANDARDS COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE**

### **1. Purpose – Quality of Teaching, Learning, Assessment, Student Experience including Learner Voice**

#### **1.1 Standards**

The Committee shall provide assurance to the Corporation on its strategic role in relation to the College's quality, standards, assessment of teaching and learning and the learner experience. In order to do this effectively, operational deliverables will be set and measured through key performance indicators. This will be monitored via the Quality Improvement plan, Balance scorecard, learner voice and other relevant reports.

#### **1.2 Quality**

The Committee shall advise the Corporation on its Quality Strategy, the Quality Assurance Framework and monitor the implementation of quality standards throughout the work of the College.

#### **1.3 Equality and Diversity**

The Committee shall advise the Corporation in its role of promoting continuous improvement in equality of opportunity for students of the College and the dissemination of good practice.

### **2. Membership**

2.1 The Performance and Standards 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.

2.3 Appropriate College Officers may be requested to attend meetings for the purpose of giving advice but will not be able to vote on Committee business.

2.4 Co-options will be permitted.

2.5 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, Student or Staff Members.
- 5.2 The Chair and Vice-Chair shall hold office for one year but shall be eligible for re-appointment.

#### 6. **Terms of Reference**

The Committee's terms of reference are as follows:

- 6.1 To monitor progress by the College towards its mission, vision and strategic priorities using KPI's and indicators such as success rates, retention rates, attendance rates, teaching and learning grades and self-assessment.'
- 6.2 To receive quality improvement and assurance reports and monitor progress ensuring robust and adequate systems are in place.
- 6.3 To review and challenge the College self-assessment report and quality improvement plan and monitor progress.
- 6.4 To consider any significant changes to the College's quality assurance policy framework and make appropriate recommendations to the Corporation.
- 6.5 To monitor the learner experience through feedback reports, and to review their subsequent impact on college procedures.
- 6.6 To ensure the learner voice is articulated and under constant review to improve teaching and learning and the learner experience.
- 6.7 To monitor and review employer voice and to ensure an effective, high quality employer experience.
- 6.8 To review and monitor the College's HE provision including learner experience and outcomes.
- 6.9 To monitor the College's performance against the Ofsted Inspection Framework.

#### 7. **Equality and Diversity**

- 7.1 To review the implementation of the College's Equality and Diversity Policy relating to students within relevant reports.
- 7.2 To consider any significant changes to the College's Equality and Diversity Policy for students and make appropriate recommendations to the Corporation.
- 7.3 To monitor progress towards achievement of student targets in the College's Equality and Diversity Action Plan.

**8. General**

- 8.1 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 at paragraph 1 above.
- 8.2 The Committee will be held accountable by the presentation of meeting minutes by the Committee Chair to the meetings of the Corporation.
- 8.3 In order to ensure good practice, the terms of reference will be reviewed annually by the Committee. Next review – November 2022.