

# Bradford College

## Quality and Standards Committee Terms of Reference

These Terms of Reference must be read in conjunction with the Instrument and Articles of Government and the Corporation's Standing Orders. They may only be varied by the Corporation.

### 1 Membership and Operation

- 1.1 The Quality and Standards Committee ("the Committee") must comprise at least five members, one of whom must be the Chief Executive Officer. A majority must be Independent Governors. Staff Governors may sit on the Committee and other members of the College's staff may act as Co-opted Committee members, if they have relevant experience.
- 1.2 The Committee shall include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively. Collectively, members of the Committee shall have recent, relevant experience in assessing the quality of teaching, learning and assessment; curriculum development; behaviour and welfare of students; and outcomes for learners in both further education ("FE") and in higher education ("HE").
- 1.3 The Vice Principal Quality & Student Experience and Assistant Principal Quality shall normally attend meetings, and the Chief Executive Officer and the Committee shall each have the power to invite such other persons to attend meetings as may be desirable and necessary.
- 1.4 Other Corporation members may attend meetings, in an observer capacity, and may contribute to the discussion at the discretion of the Committee Chair.
- 1.5 The Committee Chair and Vice-Chair will be selected by the Committee from among its members in accordance with the Corporation's Standing Orders.
- 1.6 The quorum for Committee meetings shall be 40% of the total membership entitled to attend and vote at Committee meetings or any two such members, whichever is greater.
- 1.7 The Clerk to the Committee shall be the Clerk to the Corporation (or another appropriate independent individual).
- 1.8 The Committee shall meet at least termly, on a cycle consistent with the quality assurance requirements of the College.

### 2 Access to Meetings

- 2.1 The Committee may invite members of the College staff, the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate.
- 2.2 The Committee shall be entitled, whenever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules as to quoracy set out above) to exclude any, or all, participants and observers, except the Clerk to the Committee.

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## 3. Publication of Minutes and Papers

3.1 The Committee's minutes and supporting papers, including its agendas, will remain confidential until they are reported to the Corporation. To the extent that the Committee's minutes and papers contain information that is "Confidential Information", as defined in the *Policy on the Publication of Minutes, Papers and Agendas*, i.e. where:

- the information is a trade secret;
- confidentiality is needed to protect the personal data of an individual;
- disclosure would prejudice the commercial interests of the College or any other person;
- or
- the information was supplied to the College and is held under a legal duty of confidence, where disclosure would constitute an actionable breach of confidence

it will be excluded from publication until the Corporation is satisfied that the reason for dealing with it on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason.

4. The Committee shall support, challenge and advise the Corporation in the exercise of its responsibilities by:

4.1 Advising in relation to:

- (i) Executive proposals regarding the College mission and educational character;
- (ii) Executive proposals regarding the Quality Strategy;
- (ii) Student views and concerns;
- (iii) Subcontracting arrangements;
- (iv) The expectations of external bodies as regards good quality and standards; and
- (v) National education policy developments and new initiatives in teaching and learning.

4.2 Providing assurance in respect of:

- (i) Student engagement and the impact of the student voice on College life;
- (ii) The pace of change in terms of moving towards achieving:
  - 'outstanding' in relation to Ofsted evaluative judgements; and
  - a Teaching Excellence Framework silver rating.
- (iii) The mechanisms for oversight of the quality and inclusivity of the learning experience;
- (iv) The rigour of self-assessment;
- (v) The overall curriculum framework, its quality and the contribution and impact of student and other support functions to the learner experience;
- (vi) The effectiveness of the Academic Board and the Academic Quality & Standards Committee;
- (vii) The adequacy of resources for teaching and students' learning;
- (viii) The effectiveness of student complaints procedures and the arrangements for considering academic appeals and mitigating circumstances.

4.3 Monitoring:

- (i) The implementation of quality improvement plans, strategies and initiatives;

- (ii) The attainment of external quality awards; and
- (iii) Agreed key performance indicators and risks.

4.4 Advising in respect of external reporting as follows:

- (i) Recommending a final draft of the annual Self-Assessment Report relating to the College's FE provision for approval; and
- (ii) Recommending a final draft of the annual Office for Students Annual Accountability Return Assurance Statement for approval.

4.5 APPROVING, reviewing, updating and monitoring policies and procedures relating to student behaviour, student welfare and the student experience, as per the Scheme of Delegation.

4.6 RECOMMENDING strategic key performance indicators and targets for approval.

4.7 Via the Remuneration Committee, providing assurance in respect of the performance of the Chief Executive Officer, the Deputy Chief Executive Officer, the Vice Principal Quality & Student Experience, the Director of People Services and the Clerk.

4.10 Assessing and reporting to the Corporation annually on:

- The impact of quality initiatives on the student experience;
- The effectiveness of the management of academic quality and standards, including in respect of any subcontracted provision;
- The effectiveness of the Academic Board; and
- The effectiveness of the Committee in carrying out its remit.

Approved by the Corporation on 22 October 2020