

LEARNING AND QUALITY COMMITTEE

Terms of Reference Summer 2008

Authority: The Learning and Quality Committee is established in accordance with Article 4.1 and Standing Order 11.1 which provide that the Corporation may delegate to a committee.

The Corporation approved the Terms of Reference for the Learning and Quality Committee as set out below on 09 July 2008.

1. MEMBERSHIP

- 1.1 The Committee shall comprise up to **6 Corporation members**, including the Corporation Chair and Principal as ex-officio members.
- 1.2 In addition, Committee membership may include up to 3 co-opted, non-Corporation members with relevant business or academic experience and expertise, who have been appointed by the Corporation on the recommendation of the Search Committee.
- 1.3 The Committee Chair shall be a Corporation member who is appointed by the Corporation on the recommendation of the Search Committee.
- 1.4 The Vice Principal, Learning and Quality shall attend all Committee Meetings.
- 1.5 The quorum for Committee meetings shall be 3 Committee members, at least 1 of whom shall be a Corporation member.
- 1.6 The Clerk to the Corporation shall act as Clerk to the Committee.
- 1.7 The Committee shall meet at least once each academic term.

2. FUNCTIONS

- 2.1 To regularly review the college's academic performance against the aims and objectives in the college's current Strategic Plan.
- 2.2 To contribute to, review and recommend acceptance to the Corporation of the college's annual Self Assessment report.
- 2.3 To monitor and recommend to the Corporation for formal approval the annual Governance Self Assessment Report.
- 2.4 To monitor and review college Development and Action Plans produced as a result of the self assessment process, or external inspections of the college.
- 2.5 To monitor and review the college's achievement of Key Performance Indicators and report termly on these to the Corporation.

- 2.6 To review the annual Equality and Diversity report, and advise the Corporation on any specific issues.
- 2.7 To review the annual Teaching and Learning Staff Development report and staff development issues.
- 2.8 To receive complaints made directly to, or referred to the Corporation, provide a procedure for dealing with these complaints and report to the Corporation.
- 2.9 To review the level of student enrolments for the current academic year (in the autumn term) and assess the implications for future course provision.
- 2.10 To receive and review, prior to submission to the Corporation, the Teaching and Learning Committee's termly and annual reports.
- 2.11 To report to the Corporation at least annually on progress in achieving the Corporation's Strategic Objectives relating to Quality.
- 2.12 To consider and act on any specific matters delegated by the Corporation.

3. REPORTING PROCEDURES

- 3.1 The minutes of each Committee meeting will be circulated to all Corporation members for information.
- 3.2 At each Corporation meeting there will be an agenda item to consider Learning and Quality Committee issues.
- 3.3 The Committee will submit an annual report on its activities to the Corporation.

4. VERSION CONTROL

These terms of reference were:

Drawn up 29 May 2008 by Lily Garth, Clerk to the Corporation

Approved on 11 June 2008 by the Learning and Quality Committee and signed by Derek Esp, Chair of the Learning and Quality Committee

: Signature on Paper File

Approved on 09 July 2008 by the Corporation and signed by Tony Allum, Chair of the Corporation

: Signature on Paper File

Due for revision Summer 2009