

# THE CORPORATION OF EAST SURREY COLLEGE

## LEARNING AND QUALITY COMMITTEE

### TERMS OF REFERENCE AND STANDING ORDERS: 2020/2021

#### 1 INTRODUCTION

- 1.1 The Learning and Quality Committee has been established to assist the Corporation Board to play a proactive role in enhancing the student experience by:
- approving and monitoring challenging targets for student retention and achievement as well as other appropriate curriculum development and management activities;
  - receiving reports on the development of the course offer including enrolment trends and student satisfaction feedback;
  - ensuring appropriate policies are in place which reflect the College mission and fall within the remit of the Committee;
  - monitoring the implementation of the College's policy on equality and diversity for students; and the College's policy on preventing people being drawn into terrorism;
  - reviewing appropriate areas of risk
- 1.2 The specific activities of the Learning and Quality Committee are listed in Section 2.
- 1.3 The Terms of Reference and Standing Orders for the Learning and Quality Committee may be varied at any time by the Corporation Board.
- 1.4 The Terms of Reference and Standing Orders are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.5 Members are required to make known if they or a person with whom they have a close connection (e.g. spouse, partner, child or business associate) has a personal interest (be it financial or otherwise) in a matter before the Committee.

#### 2 TERMS OF REFERENCE OF THE LEARNING AND QUALITY COMMITTEE

- 2.1 To review and monitor the quality of the learner experience;
- 2.2 To review termly, the College risk register, to consider risks associated with College activities allocated to the Learning and Quality Committee and to approve progress;
- 2.3 To review and monitor procedures to ensure that the College's curriculum is delivered in accordance with the Strategic Statement;
- 2.4 To advise on the process by which the College sets targets for student recruitment, retention and achievement, to propose to the Corporation appropriate targets and performance indicators and to monitor outcomes in relation to these;
- 2.5 To review and monitor student performance, as reported externally and internally, through recruitment, retention and achievement;
- 2.6 To receive and consider reports and benchmarking data on the performance of the College's educational provision;

- 2.7 To advise on and monitor the College's Quality Assurance System (QA) and on the priorities that should be addressed through QA systems, and to make recommendations to the Corporation;
- 2.8 To review and monitor, on a termly basis, the College Quality Improvement Plan and to approve progress;
- 2.9 To receive and monitor, on a termly basis, the measures taken by the College to safeguard students and to prevent them from being drawn into terrorism and to recommend an annual report to the Board for approval;
- 2.10 To review and monitor, on a termly basis, items which contribute to the College's quality strategy, such as the College Quality Improvement Plan, Quality Improvement Policy and Teaching, Learning and Assessment Policy and to make formal recommendations to the Board;
- 2.11 To receive and consider self-assessment and inspection reports, to recommend these to the Board for approval, and to monitor any action plans arising from them;
- 2.12 To review and monitor:
  - The College's Marketing Strategy;
  - The College's Employer Engagement Strategy;
  - The College's Digital and E-Learning Strategy
  - The College's HE Strategy
  - The College Charter
  - The College's Careers Information, Advice and Guidance Strategy
- 2.13 To deal with any matters specifically referred to the Committee by the Board;
- 2.14 To provide a panel of members to take part in student disciplinary processes, as set out in the College procedures, if required;
- 2.15 To consider on behalf of the Board any other issues falling within the general remit of the Committee.

### **3 MEMBERSHIP OF THE LEARNING AND QUALITY COMMITTEE**

- 3.1 The membership of the Learning and Quality Committee will normally consist of a minimum of five members; the membership will be reviewed and determined as and when appropriate by the Board.
- 3.2 The Board may co-opt one External Co-opted Member, an individual who shall have relevant skills and experience, to be additional to the total membership of the Committee.
- 3.3 Unless otherwise agreed by the Corporation the membership of the Committee will normally include:
  - the Vice Chair of the Corporation
  - the Chief Executive
  - the Staff Members from both colleges
  - at least two other members of the Board
- 3.4 Where it is known in advance of a meeting that a member with specific expertise will not be in attendance at the meeting, the Chair of the Committee, through the Director of Governance, may seek to identify one or more appropriate members of the Corporation who might be available, at short notice, to attend the meeting and to provide the relevant expertise. Individuals appointed to attend a meeting on this basis shall be counted in the quorum for the meeting.

- 3.5 Student members of the Board will have a standing invitation to attend all meetings of the Learning and Quality Committee but will not be included in the total membership of the Committee and will not count towards the quorum of any meeting of the Committee.
- 3.6 Members of the Committee will be required to make known their direct and indirect interests in issues before the Committee.

#### **4 TERM OF OFFICE**

- 4.1 The term of office of members of the Learning and Quality Committee will normally be four years unless otherwise determined by the Corporation.
- 4.2 A member of the Committee may resign from membership of the Committee by giving notice in writing to the Director of Governance.
- 4.3 A vacancy which arises during the period of office of the Committee will be filled by the appointment of a new member by the Corporation.
- 4.4 Members retiring at the end of the period of office shall be eligible for re-appointment by the Corporation.
- 4.5 A member of the Committee will cease to be a member if s/he has been absent from three consecutive meetings of the Committee without the permission of the Committee.

#### **5 APPOINTMENT OF CHAIR**

- 5.1 The Board will appoint a Chair from amongst the independent members of the Learning and Quality Committee.
- 5.2 Staff and Student members, the Principal and any External Co-opted Member shall not be eligible to serve as Chair.
- 5.3 The Chair will hold office for two years or for a longer period if this is considered to be appropriate. Normally, the period of office will commence at the first meeting of the academic year.
- 5.3 If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting having regard to the provisions of paragraph 5.2.
- 5.4 The Chair may at any time resign office by notice in writing to the Director of Governance to the Corporation.
- 5.5 The Chair retiring at the end of the term of office shall be eligible for reappointment.

#### **6 QUORUM**

- 6.1 Meetings of the Learning and Quality Committee shall be quorate if at least three members are present, two of which must be independent members.
- 6.2 If the number of members of the Committee assembled for a meeting of the Committee does not constitute a quorum, the meeting shall not be held. If in the course of a meeting of the Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- 6.3 If for the lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if s/he thinks fit, cause a special meeting to be summoned as soon as practicable.

## **7 FREQUENCY OF MEETINGS OF THE LEARNING AND QUALITY COMMITTEE**

- 7.1 Meetings of the Learning and Quality Committee will be held as and when appropriate although at least one meeting per term will take place unless the Chair, in consultation with the Director of Governance, agrees that there is insufficient business to consider.
- 7.2 All meetings of the Committee will be summoned by the Director of Governance who shall send to the members' written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.
- 7.3 A special meeting of the Committee may be called by the Chair and if necessary the arrangements detailed in paragraph 7.2 may be varied.

## **8. PROCEEDINGS OF MEETINGS OF THE LEARNING AND QUALITY COMMITTEE**

- 8.1 Every question to be decided at a meeting of the Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.
- 8.2 No resolution of the Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- 8.3 The proceedings of meetings of the Committee will be recorded in the minutes prepared by the Director of Governance. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Board.
- 8.4 Separate minutes will be taken of any issues which are regarded by the Principal and Chief Executive and by the Committee to be confidential, in accordance with the requirements of the Instrument and Articles of Government and of the Freedom of Information Act 2000, and as such the subsequent publication will be restricted.
- 8.5 Members who have an interest in an item before the Learning and Quality Committee may be required to withdraw from the meeting. The provisions of the Instrument and Articles of Government will be applied to determine the extent and relevance of an interest.

## **9. CLERK TO THE LEARNING AND QUALITY COMMITTEE**

- 9.1 The Clerk to the Committee will be the Director of Governance.
- 9.2 The Director of Governance will be supported in her/his work by her/his designated Representatives.

## **10. ATTENDANCE AT MEETINGS OF THE LEARNING AND QUALITY COMMITTEE BY MEMBERS OF THE STAFF OF THE COLLEGE**

- 10.1 Appropriate members of the staff of the College will be invited to attend meetings of the Committee so as to present reports and provide information. The arrangements will be determined by the Principal and Chief Executive in the light of the issues to be addressed.
- 10.2 The Learning and Quality Committee may if it wishes ask the members staff of the College to withdraw from a meeting.

**11. ACCESS TO MEETINGS OF THE LEARNING AND QUALITY COMMITTEE**

11.1 The Learning and Quality Committee may invite any person who is not a member of the Committee or of the Corporation to attend all or part of a meeting

11.2 Any member of the Corporation may attend a meeting of the Learning and Quality Committee subject to prior notification to the Director of Governance.

**12 REVIEW OF TERMS OF REFERENCE AND STANDING ORDERS**

The Terms of Reference and Standing Orders of the Learning and Quality Committee shall normally be subject to formal annual review.