

**PROPOSED STANDARDS IMPROVEMENT COMMITTEE TERMS OF REFERENCE**

Composition:	Minimum five members (including external co-opted members) All non-member governors are welcome to attend meetings as observers
Quorum:	40% of committee membership, subject to minimum of three
Attendance:	The Corporation attendance target is 80%. Committee members are therefore expected to attend all four scheduled meetings in 2021-22
Lead Officers:	Group Director of Quality College Principal Bede College Principal Stockton Riverside College College Principal Redcar and Cleveland College NETA Managing Director Group Vice Principal Business, Innovation and Partnerships
Meetings	Four times annually. Meetings will be arranged to take account of the availability of College performance data
Chair:	Selected by committee members
Public access to meetings:	By chair's invitation, with members' approval (Standing Orders, Section 12, applies)
Conduct of meetings:	(Standing Orders, Section 5, applies)
Minutes:	Minutes of meetings will be approved by the committee at the next following meeting (Standing Orders, Section 4 vi) All minutes will be submitted to the Corporation for information (Standing Orders, Section 10, applies in respect of publication of minutes)
Key functions and delegated powers:	<p><b>Purpose</b></p> <ul style="list-style-type: none"> <li><b>a)</b> The committee will support the FE Corporation to monitor and review the quality of learners' experience across all group provision, including subcontracted provision</li> <li><b>b)</b> The committee will support the FE Corporation to monitor and review the group's quality assurance processes</li> <li><b>c)</b> The committee will support the FE Corporation to challenge group performance based on relevant data</li> <li><b>d)</b> The committee will undertake detailed investigation into any specific quality issues, as referred by the FE Corporation</li> </ul> <p><b>Key functions</b></p> <ul style="list-style-type: none"> <li><b>1.</b> To monitor curriculum intent The committee will review specific areas of curriculum provision (including 14-16 and High Needs), with a focus on areas of concern The committee will consider updates in respect of levels of learner participation in work experience and industry placement activity and impact</li> <li><b>2.</b> To monitor curriculum implementation The committee will consider curriculum delivery and consistency across the group The committee will consider quality of teaching and assessment (Teaching and Training Walkthroughs)</li> <li><b>3.</b> To monitor curriculum impact The committee will scrutinise group performance data and challenge group performance by: monitoring progress in achieving key performance</li> </ul>

	<p>indicators related to quality of provision, undertaking detailed review of the Group’s annual Self Assessment Report and HE Self Evaluation Document (and recommending) for approval by the FE Corporation; and considering relevant data, benchmarked against national data at least annually.</p> <p>The committee will consider student destinations, including by curriculum area</p> <p>The committee will consider student conduct and behaviour, including punctuality and attendance</p> <p><b>4.</b> To monitor student experience, including opportunities for personal development</p> <p>The committee will consider expectations for students, including monitoring Individualised Learning Plans</p> <p>The committee will consider provision to support the development of personal, social and independent learning skills, including tutorial and enrichment activities</p> <p><b>5.</b> To review the effectiveness of group systems for improving the quality of provision.</p> <p>The committee will consider processes and timescales for production of relevant improvement plans and the impact.</p> <p>The committee will undertake detailed review of relevant Group Improvement Plans, recommending for Corporation approval as appropriate and monitoring during the year.</p> <p><b>6.</b> To support the Corporation in preparing for any quality-related inspection, review or assessment</p> <p>The committee will receive information on changes to key inspection, review or assessment frameworks, including reviews of Higher Education provision, and action in response to these changes (where information is not provided to other groups, e.g. Corporation or task and finish groups). It will recommend actions to the FE Corporation.</p>
Delegated powers / Reporting relationship:	<p>The committee has no decision-making authority.</p> <p>Any recommendations will be presented to the FE Corporation for approval.</p> <p>Recommendations may also be referred to other committees as appropriate.</p>