

## **Heart of Yorkshire Education Group**

### **Curriculum and Quality Committee**

#### **Terms of Reference 2024/25**

#### **1 Objectives**

1.1 The Curriculum and Quality Committee ('Committee') shall advise the Corporation ('Corporation') of the Heart of Yorkshire Education Group (HoYEG) about the quality of education across the group. It:

- Is accountable to the Corporation.
- Has overall responsibility for assuring the Corporation that HoYEG's quality improvement programmes deliver an exceptional quality of education and excellent learner experience for all students.
- Focuses on curriculum planning and implementation, quality assurance and influencing quality improvement and innovation plans.
- Provides assurance to the Corporation on the self-assessment validation process and monitors progress on HoYEG's quality improvement plan.

#### **2 Membership**

2.1 The Committee shall be appointed by the Corporation, on the advice of the Search and Governance Committee, and shall normally consist of eight members (of whom no more than three shall be co-opted members).

2.2 Members should include:

- A staff governor,
- Either independent governors, or co-opted governors who provide the committee with Higher Education and/or Further Education experience.
- A student governor should be encouraged to attend, either as a committee member or an attendee.

2.3 The Search and Governance committee shall review the membership of this committee on an annual basis.

2.4 A quorum shall be three members, the majority must be full board members.

- 2.5 Co-opted members will have voting rights on this committee. They do not have a right to attend other committee or corporation meetings.

### **3 Appointment of Chair and Vice Chair**

- 3.1 The Chair and Vice Chair of the Committee shall be appointed by the Committee and shall be independent Corporation members.
- 3.2 The Chair and Vice Chair of the Committee should not be any of the following:
- The Principal/Chief Executive
  - A staff or student governor
  - A Co-opted member
- 3.2 The Chair and Vice Chair shall hold office for one year, and until the first meeting of the Committee of the subsequent College year.
- 3.3 At the end of the term of office the Chair and Vice Chair shall be eligible for re-appointment.
- 3.4 If the Chair and Vice Chair are absent from any meeting of the Committee, the members shall choose one of their number to act as Chair for that meeting.

### **4 Meetings**

#### **4.1 Attendance**

- The Principal / Chief Executive (if not a member) will be invited to attend each meeting as an observer and to contribute to discussions and may nominate any person to attend in their absence.
- The Group Executive Director of Curriculum and Quality Standards shall normally be invited to attend meetings of the Committee.
- The Committee may also invite other senior managers (and any other person its members may think fit) to attend meetings and report to the Committee when necessary.
- The Governance Professional shall be Clerk to the Committee.

#### **4.2 Frequency of Meetings**

- The Committee will meet at least four times each academic year, or more often if considered necessary.
- Additional meetings may be convened by the Chair, in consultation with the Corporation Chair.

- Meetings should be scheduled to take place prior to the meetings of the Corporation to ensure that any matters discussed can be brought to the attention of the Corporation if necessary at the earliest opportunity.

## **5 Authority**

- 5.1 The Committee is authorised by the Corporation to obtain outside independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.
- 5.2 The Committee may investigate any activity within its Terms of Reference.
- 5.3 The Committee is authorised to seek any information it requires from any employee of the College. All employees of the College are directed to cooperate with any request made by the Committee.

## **6 Duties**

In addition to the responsibilities set out in 1:1 above, the Committee shall:

- 6.1 Advise the Corporation on the College's strategic direction and educational character reflecting the changing needs of learners and employers and the strategies of other key stakeholders.
- 6.2 Approve, on behalf of the Corporation, reports and returns to relevant regulatory bodies including:
- Safeguarding and Prevent reports;
  - Higher Education reports and returns to the Office of Students and validating bodies.
- 6.3 Review, and recommend to the Corporation for its approval, the annual SAR and Quality Improvement Plan ('QIP') and / or Post Inspection Action Plan ('PIAP') which shall include arrangements relating to different groups of learners such as those with high needs, amongst others.
- 6.4 Monitor progress and the impact of actions in the QIP / PIAP, on behalf of the Corporation, identifying any implications for the College's educational character or future Ofsted inspection outcomes, or other external reviews or regulatory action.
- 6.5 Monitor learner performance.
- 6.6 Review and approve the policies and / or strategies needed to achieve continuous improvement in the College's performance, and monitor, including through the QIP/PIAP:
- The outcomes, to ensure action plans achieve continuous improvements;
  - The implications for the College's educational character.

6.7 Ensure that quality standards agreed by the College with stakeholders and/or set by the College are adhered to, by:

- Reviewing monitoring and quality assurance reports;
- Considering survey outcomes;
- Assessing the effectiveness of associated action plans.

6.8 Ensure that the College's processes to meet standards of teaching, learning and assessment are effective and that they meet the requirements of Ofsted and/or other regulatory agencies. This will include monitoring:

- The performance development review process;
- Teaching, learning and assessment outcomes;
- Arrangements for ensuring that the college meets the needs of different groups of learners and is identifying and addressing any gaps in progress and attainment between different groups, including learners with high needs.

6.9 Undertake an annual programme of governor engagement activities that enable the Committee to assure the Corporation of the validity and robustness of the College's quality assurance and quality enhancement processes for teaching, learning and assessment.

6.10 Monitor the student experience including safeguarding, wellbeing, behaviour and work experience.

6.11 Review an annual report on student destinations.

6.12 Undertake any other such duties as determined from time to time by the Corporation.

## **7 Reporting Procedures**

7.1 The Clerk to the Corporation shall circulate minutes of meetings of the Committee to all Corporation members as attachments to the agenda for the next Meeting for information and decision as necessary.

7.2 The Chair of the Committee will provide reports and updates to the Corporation following each committee meeting.

7.3 The Chair of the Committee will have regular updates with the Group Executive Director of Curriculum and Quality Standards and will use their judgement when updates to the committee are required.

## **8 Equality, Diversity and Inclusion Statement**

The Group values diversity and inclusion and is committed to promoting equal opportunities and eliminating discrimination. Therefore, the Committee will exercise its responsibilities, as far as practicable, to promote equality and diversity and will carry out its business to promote equality of opportunity for all.

## **9 Safeguarding Policy**

The Corporation recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse, neglect, radicalisation and extremism and follow our procedures to ensure our students receive effective support, protection and justice. The corporation expects Governors, staff and volunteers working on behalf of the College to share this commitment.