

the Sheffield College

Terms of Reference

Teaching, Learning, Quality and Student Experience Committee

Version 2: October 2018

1. **Constitution**

At its meeting on 21 May 2018, the Governing Body resolved to establish a Teaching, Learning, Quality & Student Experience Committee to replace the existing Planning and Performance Committee with effect from 1 August 2018. The main purpose of the Committee is to monitor quality and standards of teaching, learning and the student experience and to ensure targeted action to improve the quality of the College's provision to good or outstanding within the timescales agreed by Governing Body, and thereafter to maintain it.

2. **Membership**

- 2.1 The Committee, its Chair and Vice Chair shall be appointed by the Governing Body and will consist of up to 8 Governors including the Chief Executive and Principal, a Teaching Staff Governor and a Student Governor.
- 2.2 Membership may include persons who are not members of the Governing Body. Any such members will not be entitled to vote.
- 2.3 Other Governors shall have a right of attendance.

3. **Quorum**

A quorum shall consist of 40% of Committee members (the majority of which must be Governors).

4. **Attendance at meetings**

- 4.1 Deputy Chief Executive: Curriculum, Quality & Assessment and Executive Director of HR & Organisation Development. Other employees may be invited to attend as appropriate..
- 4.2 The Clerk to the Governing Body shall act as Clerk to the Committee

5. **Frequency of Meetings**

Meetings will be held at least three times per year.

6. **Proceedings of Meetings**

- 6.1 Every question to be decided at a meeting of the Committee shall be determined by a majority of the members present. Where there is an equal division, the Chair of the meeting shall have a second or casting vote.
- 6.2 A member may not vote by proxy.
- 6.3 The Committee may meet by telephone conference or by other "virtual" means.

7. **Authority**

The Committee is authorised by the Governing Body to:

- 7.1 Investigate any activity within its terms of reference.

- 7.2 Seek any information it requires from any employee, although normally through the Chief Executive and Principal or members of the Executive Team.
- 7.3 Obtain outside legal, or other professional advice and to secure the attendance of others with relevant experience and expertise if it considers this necessary.
- 7.4 Establish task groups and to nominate 'subject' leads, provided such arrangements are regularly reviewed and updated.
- 7.5 Look into any questions of teaching, learning quality or student experience that arise from monitoring information or from concerns indicated by other Committees, other Governors or from members of staff and students, or from members of the public, but shall refer any individual student complaints, complaints by members of the public, or any staff grievances to the relevant processes.
- 7.6 Oversee, on its behalf, the College's arrangements for Special Education Needs and Disabilities (SEND).
- 7.7 Initiate action and/or pursue issues through the Governing Body.
- 7.8 Review and make recommendations to the Governing Body on revisions to these Terms of Reference.

8. Duties

The Committee will be responsible for ensuring continuous review and improvement within the authority delegated to it by the Governing Body, and within the framework set by the College's strategic objectives and overall mission. Its duties are to:

	Frequency
8.1 Advise the Governing Body on the College's strategic direction and educational character reflecting the changing needs of learners and employers; and the strategies of other key stakeholders.	Annually
8.2 Approve, on behalf of Governing Body reports and returns to relevant regulatory bodies including <ul style="list-style-type: none"> • the annual Self-Assessment Report, which shall include arrangements related to learners with Special Educational Needs and Disabilities, • Safeguarding and Prevent reports to local authority and ESFA, • Higher Education reports and returns to the Office for Students and validating bodies. 	Annually
8.3 Review, and recommend to the Governing Body for its approval, the Quality Improvement Plan (QIP) and / or Post Inspection Action Plan (PIAP) which shall include arrangement relating to learners with Special Education Needs and Disabilities.	As and when required
8.4 Monitor progress and the impact of actions in the College Improvement Plan (QIP / PIAP), on behalf of the Governing Body, identifying any implications for the College's educational character or future Ofsted inspection outcomes, or other external reviews or regulatory actions.	As and when required
8.5 Develop and review the policies and / or strategies needed to achieve continuous improvement in the College's performance, and monitor, including through the College Improvement Plan (QIP/PIAP): <ul style="list-style-type: none"> a) the outcomes, to ensure action plans achieve continuous improvements; b) the implications for the College's educational character. 	As and when required
8.6 Ensure that quality standards agreed by the College with stakeholders and/or set by the College are adhered to, by:	Termly & As and when required

- a) reviewing monitoring and quality assurance reports;
- b) considering survey outcomes;
- c) assessing the effectiveness of associated action plans.

- 8.7 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:
 - a) the performance development review process;
 - b) teaching, learning and assessment outcomes;
 - c) arrangements relating to learners with Special Education Needs and Disabilities.
- 8.8 Consider and recommend to the Governing Body methods of Governor engagement in the teaching, learning and assessment processes of the College.
- 8.9 Undertake any other such duties as determined from time to time by the Governing Body.

Termly & As and when required

As and when required

As and when required

9. Accountability

- 9.1 The Committee will report to the Governing Body.
- 9.2 The Committee will consider whether any proposal or decision will have implications for the students of the College and will refer matters accordingly to the Governing Body.

Adapted from the Constitution and Terms of Reference for the Planning and Performance Committee drafted January 2011, approved by the Governing Body 31 January 2011; Proposed revisions November 2013; Amended March 2015; Amended February 2016 (following Ofsted Inspection); Amended July 2018 to take account of the recommendations of the Governance Task and Finish Group. Further Amended 24 October 2018 (s. 8.2) to delegate scrutiny and sign-off of annual returns to various funding and regulatory bodies, where regulations permit.