



FURTHER EDUCATION GOVERNANCE
TERMS OF REFERENCE

DATE REVIEWED: 17th October 2016



WESTON COLLEGE CORPORATION
FURTHER EDUCATION GOVERNANCE
TERMS OF REFERENCE

1. Authority

The Committee is responsible for reviewing EFA and AEB classroom funded provision.

Offender learning, Work based learning and Higher Education is outside the scope of this Committee.

This is not a Statutory Committee. The Committee is non-decision making and has been established to assist the Corporation in meeting its responsibilities as outlined in the Instrument and Articles of Government (January 2008), in particular part of Article 3(1):

The Corporation shall be responsible for the following functions:

- a) The determination and periodic review of the educational character and mission of the institution and the oversight of its activities*
- b) Approving the quality strategy of the institution*

2. Delegated authority

Not applicable to this committee.

3. Membership

- The Principal
- Up to seven other Governors including Student Governor
- Up to two External Members
- Senior Vice Principal
- Head of Quality and Learning

In attendance:

- Clerk to the Corporation
- Minute Secretary

4. Quorum

The quorum for each meeting shall be four members of which three should be Governors.

5. Meeting cycle

There will be at least one meeting per term. (The committee programme includes an additional meeting in October to review the prior year and to discuss/recommend proposed targets for the new academic year.)

6. Declaration of interest

Standing Orders relating to disclosure of interest apply to committee meetings in the same way as they apply to Corporation meetings.

7. Terms of Reference

The primary role of this committee is to gain assurance on behalf of the Corporation that:

- a. The curriculum is effectively responding to and meeting the needs of learners, employers and other key stakeholders at a local, regional and, where appropriate, national level.
- b. Achievement, progress and progression of learners are being monitored against internal targets and exceed those achieved by Colleges nationally.
- c. Teaching, learning and assessment are being monitored and robust improvement actions are in place and being delivered.

The committee shall seek to gain assurance that:

- 7.1 Teaching, learning and assessment are consistently good or better with the ambition to be outstanding.
 - 7.2 Curriculum products and modes of delivery are appropriate and meet the needs of learners, employers and the local community.
 - 7.3 Attendance, retention, achievement, success and the rate of learner progress exceed National Averages and meet internal targets.
 - 7.4 Robust processes and mechanisms are in place for curriculum planning, recruitment, quality assurance, self-assessment, quality improvement, strategic planning and learner feedback.
 - 7.5 Retention, achievement, success, attendance, progression and satisfaction levels are monitored for different groups of learners including those with protected characteristics. Actions are prioritised to narrow and reduce gaps.
 - 7.6 Student Voice is effectively used to monitor the quality of provision and prioritise improvements.
 - 7.7 Relevant Information, Advice and Guidance (IAG) is provided to learners and prospective learners to enable them to select appropriate courses and achieve positive progression outcomes.
 - 7.8 Quality improvement actions and mechanisms to improve the quality of teaching, learning and assessment address shortfalls in performance
-

and narrow any gaps in performance between different groups of learners.

The committee shall:

- 7.9 Annually review proposed internal targets for retention, achievement and success (including for high grades) and recommend these to Corporation for approval.
- 7.10 Annually review the Student Progress Strategy (relating to classroom based learning) and associated milestones and recommend it to corporation for approval. Monitor the milestones of the strategy and gain assurance that actions to achieve them are appropriate and effective.
- 7.11 Annually review the Technology in Learning Strategy and associated milestones. Monitor the milestones of the strategy and gain assurance that the actions to achieve them are appropriate and effective.
- 7.12 Annually review the College Self-Assessment Report (including the Quality Improvement Plan) and recommend it to Corporation for approval.
- 7.13 Review the annual E&D Report and the Single Equality Scheme.
- 7.14 Annually review the Student Involvement Strategy and recommend it to Corporation for approval.
- 7.15 Monitor progress against the College Quality Improvement Plan and gain assurance that it is being implemented in a timely manner.
- 7.16 Review internal and external quality audit reports and gain assurance that their recommendations are being implemented in a timely manner.

8 Additional information

- 8.1 The Terms of Reference will be reviewed every three years or prior to this if there are any changes to legislation.
- 8.2 Membership of this committee and appointment of its Chair will be reviewed at least annually by Search Committee and recommended to Corporation for approval.

<p>The revised Terms of Reference were reviewed by the Further Education Curriculum and Quality Committee on the 17th October 2016 and approved by Corporation on 15th December 2016</p>

FURTHER EDUCATION CURRICULUM AND QUALITY COMMITTEE

Ref.	Achieved By	Frequency
7.1	Teaching, Learning and Assessment Report	Each meeting
7.2	Applications Report Enrolment and conversion report Curriculum development presentation and report	Each meeting October meeting Each meeting
7.3	Review and analysis of data reports. Reports to include: <ul style="list-style-type: none"> • Prior Year Retention, Achievement and Success rate analysis (LR) • Prior Year Sixth Form Performance Report • Prior Year Success and Timely Success Rate Analysis (ER) • Prior Year Student Progression and Destination Analysis • Prior Year Value Added and High Grades analysis • In year data and quality scorecard 	October Meeting October Meeting December Meeting December Meeting December Meeting All Meetings
7.4	Processes and mechanisms reviewed as part of regular reporting and review of key strategy documents and procedures including: <ul style="list-style-type: none"> • Strategic and Curriculum Planning Cycle • Self-Assessment process and Quality Improvement Planning • Student Involvement Strategy 	Relevant meeting
7.5	E&D Data reports reviewing performance of different groups of learners and identifying gaps and recommended interventions.	All meetings
7.6	Review Student Voice to monitor levels of satisfaction. Reports to include: <ul style="list-style-type: none"> • Review of College and FE Choices Student surveys • Student Engagement and involvement report • Student Governor comment and feedback 	All meetings
7.7	Reports to include: <ul style="list-style-type: none"> • Destinations and Progression Report • UCAS Application Report • Full Time Applications Report 	December meeting March meeting All meetings

7.8	Reports to include: <ul style="list-style-type: none"> • External Quality Review Reports • Internal Quality Audit Reports • QRB Overview Report • Quality Improvement Plan Impact Report • Teaching, Learning and Assessment Report 	All meetings
7.9	Recommend Internal Targets for current year	October meeting
7.10	Student Progress Strategy	December meeting
7.11	Technology in Learning Strategy	December meeting
7.12	College Self-Assessment Report	December meeting
7.13	Reports include: <ul style="list-style-type: none"> • E&D Annual Report • Single Equality Scheme including revised Equality Objectives 	December meeting March meeting
7.14	Student Involvement Strategy	December meeting
7.15	Quality Improvement Plan - impact report.	All meetings
7.16	Reports to include: <ul style="list-style-type: none"> • External Quality Review Reports • Internal Quality Audit Reports • QRB Overview Report 	All meetings