

## **Terms of Reference of the Curriculum & Quality Committee**

### **Constitution and Membership**

The Governing Body will be responsible for establishing a Curriculum & Quality Committee which shall consist of:

1. the Chair of the Governing Body, *ex officio*;
2. the Principal, *ex officio*;
3. two student governors;
4. at least one and up to five Governing Body members appointed by the Governing Body (recommendations are to be made by the Search & Governance Committee to the Governing Body).

The Chair of the committee shall be appointed from among the eligible members by the Governing Body.

There shall be at least 5 members and not more than 9 members. A quorum shall be 40% of its membership.

The committee may, with the approval of the Governing Body, co-opt members from outside the Governing Body who have particular expertise, subject to them not being employed by the College.

The committee may also co-opt ONE Welsh speaking staff member for a four year term and up to TWO students to serve for a one year term.

Senior Leadership Team members and other staff members may attend as required by the committee.

### **Authority**

The Committee is authorised by the Governing Body to examine all aspects of the College's curriculum provision, including quality evaluation and to report to the full Governing Body.

### **Proceedings**

The committee shall normally meet three times per year and report to the Governing Body at the next convenient meeting of the Governing Body after a committee meeting.

## **Duties**

The duties of the committee will include:

- (i) receiving reports and advising on curriculum provision and planning;
- (ii) scrutinising reports on enrolments, retention, progression, attainment and successful completion;
- (iii) discussing reports on interactions and developments with other educational bodies;
- (iv) analysing reports on external and internal quality assessment regarding the curriculum;
- (v) receiving and considering reports on student services and learners' wellbeing (standing item); (NOTE - staff issues are considered by the Resource Planning Committee)
- (vi) receiving and discussing reports on "all things Welsh" (standing item);
- (vii) making recommendations to the Governing Body where relevant; and
- (viii) ensuring that arrangements are in place for advising the Principal on the standards, planning, co-ordination, development and oversight of the academic work of the institution, including arrangements for the admission, assessment and examination of students and the procedures for the expulsion of students for academic reasons (Article 3(4)).

## **Reporting Procedures**

The committee, via the Clerk to the Governing Body, will circulate minutes of its meetings to the Governing Body.

**Nicola Eyre, Clerk to the Governing Body**

**REVISED: January 2022**

**APPROVED: February 2022**

**DATE OF NEXT REVIEW: February 2024**