

QUALITY COMMITTEE:

Membership:	7 (Quorum 3), can co-opt as deemed necessary.
Frequency	Up to 4 meetings per annum (at least one per term)
Rationale:	Handles curriculum planning, quality assessment, recruitment and students, plus associated risk referral to Audit Committee. May conduct periodic “Spotlight” reviews, focussing on areas of under-performance and remedial action
Reporting:	All Executive Directors as required

DRAFT TERMS OF REFERENCE:

Constitution

The Corporation hereby resolves to adopt the following terms of reference for the Curriculum, Student and Standards Committee.

Duties

1. Executive responsibilities:

The Quality Committee shall have executive responsibilities only as specifically delegated by the Corporation.

2. Monitoring responsibilities:

The Quality Committee shall have the following monitoring responsibilities:

- 2.1 Monitors the quality, range, and effectiveness standards of the student learning experience in all curriculum areas across the Grŵp and quality assurance processes.
- 2.2 Reviews the academic performance and evaluate appropriate benchmarking results in order to provide a comparison of the Grŵp’s performance with the sector.
- 2.3 Oversees curriculum development to ensure that the curriculum remains relevant to the priorities agreed by the Regional Skills Partnership.
- 2.4 Considers and recommends all policies relating to the curriculum for reference to the Corporation Board.
- 2.5 Reviews and advises the board on the quality of service provided by cross college activities and support functions, including the annual report on complaints received from students and others.
- 2.6 Reviews outstanding and weak “at risk” provision.
- 2.7 Reviews arrangements for self-assessment and inspection in FE, WBL, ACL and the process of review in HE.
- 2.8 Ensures arrangements for the admission, assessment and examination of students and the procedures for the expulsion of students for academic reasons.
- 2.9 Considers summary reports and action plans from teaching and learning observations, centre risk assessors, external examiners, moderators, and verifiers.
- 2.10 Considers reports and action plans on learner perception of courses.
- 2.11 Monitors, evaluates and proposes changes to college policies relating to teaching, training and assessment as necessary
- 2.12 Receives overview reports on validations, approvals, internal reviews and collaborative provision
- 2.13 Will review and evaluate all policies and procedures relating to Student Operations
- 2.14 Reviews and monitors Higher Education Fee and Access Plan, and Higher Education Strategy.
- 2.15 Regularly monitors and reviews learner recruitment for Further Education, Higher Education, Work Based Learning and Adult Community Learning provision across the Grŵp. Trends to be considered: Applications, Offers made, Acceptances received, Arrivals and No Shows.
- 2.16 Monitors Grŵp Policies and Procedures with regard to Student Support, Additional Learning Needs provision and Safeguarding

3. Advisory responsibilities:

The Committee shall consider and advise the Corporation Board on:

3.1 The appended policy list.

4. Other responsibilities:

The Committee will remain mindful of emerging risk matters concerned within Curriculum, Students and Standards, and will periodically refer matters appropriately to the Audit Committee and Board as appropriate.

The Quality Committee shall be responsible for any other matters referred to the Committee by the Corporation Board.

POLICY LIST:

Policy:	Owner:	Tim Polisi Owner:	OC:	Board:
AI Policy (NFW)	Angharad Roberts	James Nelson	Y	Y
Anti-Bribery Policy	Matt Nash	Sharon Bowker		Y
Anti-Racism Policy (NFW)	Angharad Roberts	James Nelson	Y	Y
Counter Fraud Policy & Response Plan	Matt Nash	Sharon Bowker		Y
Discipline, Grievance & Capability Policy	Jamie Clegg	Sharon Bowker		Y
Disclosure & Barring Service Policy	Jamie Clegg	Sharon Bowker		Y
Equality & Diversity Policy	Angharad Roberts	James Nelson		Y
External Speaker and Events Policy and Guidance	Phil Iones	James Nelson	Y	Y
FF, ACI and WBI Assessment Policy	Catherine Prosser	James Nelson	Y	Y
Financial Contingency Fund Policy & Procedure	Phil Iones	James Nelson	Y	Y
Financial Regulations	Matt Nash	Sharon Bowker		Y
FOIA Policy	Toby Prosser	Sharon Bowker		Y
GDPR Data Protection Policy	Toby Prosser	Sharon Bowker		Y
HF Admissions Policy	Phil Iones	James Nelson	Y	Y
HF Assessment Policy	Catherine Prosser	James Nelson	Y	Y
HF Confirmation and Appeals Policy	Catherine Prosser	James Nelson	Y	Y
HF Ethics and Research Policy	Paul Flanagan /	James Nelson	Y	Y
HF Extenuating Circumstances Policy	Catherine Prosser	James Nelson	Y	Y
HF Fitness to Study Policy	Phil Iones	James Nelson	Y	Y
HF Intellectual Property Rights and Copyright Policy	Catherine Prosser	James Nelson	Y	Y
HF Student Engagement and Attendance Policy (NFW)	Phil Iones	James Nelson	Y	Y
HF Unfair Practice Policy	Catherine Prosser	James Nelson	Y	Y
Health & Safety Policy	Sharon Bowker	Sharon Bowker		Y
Health & Wellbeing Policy (Staff and Learners)	Jamie Clegg & Phil	Sharon Bowker		Y
Homeworking Policy	Jamie Clegg	Sharon Bowker		Y
Learner Attendance and Engagement Management	Phil Iones	James Nelson	Y	Y
Learner Conduct and Positive Behaviour Policy	Phil Iones	James Nelson	Y	Y
One Working Policy	Sharon Bowker	Sharon Bowker		Y
Menopause Policy	Jamie Clegg	Sharon Bowker		Y
Pay Policy (includes Salary Protection from Feb 2024)	Jamie Clegg	Sharon Bowker		Y
Pension Scheme Discretionary Policies	Matt Nash	Sharon Bowker		Y
Prevent Policy	Phil Iones	James Nelson	Y	Y

Professional Learning Policy	Catherine Prosser	James Nelson	Y	Y
Professional Review Policy	Jamie Clegg	Sharon Bowker	Y	Y
Quality Policy (and Framework)	Catherine Prosser	James Nelson	Y	Y
Redundancy Policy	Jamie Clegg	Sharon Bowker		Y
Risk Management Policy	Sharon Bowker	Sharon Bowker		Y
Safeguarding Policy	Phil Iones	James Nelson	Y	Y
Site Security Policy	Sharon Bowker	Sharon Bowker		Y
Staff Recruitment and Selection Policy	Jamie Clegg	Sharon Bowker		Y
Travel Subsistence & Relocation Policy	Jamie Clegg	Sharon Bowker		Y
Treasury Management Policy	Matt Nash	Sharon Bowker		Y
Tuition and Examination Fees Policy	Matt Nash	Sharon Bowker		Y
Visible Identity and Livery Policy	Phil Iones	James Nelson	Y	Y
Welsh Language Policy	Angharad Roberts	James Nelson	Y	Y
Whistle Blowing Policy / Code of Conduct	Toby Prosser	Sharon Bowker		Y
Worklife Balance Policy	Jamie Clegg	Sharon Bowker	Y	Y
Slavery and Human Trafficking Statement & Action	David Christmas	Sharon Bowker		Y
Learner Engagement Strategy	Matthew Neale	James Nelson	Y	