



HSDC CORPORATION
HSDC CURRICULUM, QUALITY & LEARNING COMMITTEE
TERMS OF REFERENCE

(UPDATED AND APPROVED BY THE BOARD – 10TH JULY 2023)

1. Membership

The membership will comprise the following:

- **at least** 7 members;
- Student Governors;

The Principal and Chair will be ex-officio members.

Membership may include up to 2 co-opted members who are not Governors but have relevant skills or experience.

2. Quorum

Where the Committee comprises 7 members including the Principal, the quorum shall comprise 3 Members of the Committee, two of whom must be College Governors, if the Committee has co-opted members at the time.

Where the Committee has a higher number of members, the quorum will be 40% of the total number of members, of whom 2/3rds must be College Governors if the Committee has co-opted members at the time.

3. Purpose

The Curriculum, Quality and Learning Committee is required to lead the Corporation on all strategic and policy matters relating directly to the curriculum, teaching and learning, quality and standards of the College, in accordance with the Articles of Government.

4. Appointment of Chair

The Committee will elect a Chair and Vice-Chair

5. Officers in Attendance

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting.

All persons In Attendance shall have no voting rights.

6. Meetings

- i) The Committee shall meet as and when necessary for the proper discharge of its responsibilities, but shall meet at least three times per year.
- ii) The Clerk to the Corporation shall act as Clerk to the Committee.
- iii) All responsibilities of the Committee will be subject to the Corporation's approved Scheme of Delegation. Consequently, all decisions of the Committee shall be referred to the Corporation for confirmation, except those specifically delegated, which shall be reported to the Corporation.

- iv) There will be an annual schedule of business to enable Governors to identify when they will receive key items of business – **see Appendix 1**. This schedule is intended to be flexible to meet business needs. Items which are highlighted will be given priority.

7. Terms of Reference

Activity	How
College Mission and Strategy	
(i) To ensure that the Strategic Plan provides appropriate direction in relation to the curriculum, teaching and learning, and is responsive to identified learning needs for individuals, business and the community.	Scrutiny of the Strategic Plan to ensure that it: <ul style="list-style-type: none"> • Reflects the Corporation's agreed Mission; • Addresses the needs of learners based on appropriately analysed data; • Offer a broad and balanced curriculum and related support; • Reflects the views of all stakeholders.
(ii) To ensure that the College's Curriculum design and development reflects the Mission and Strategy and is regularly reviewed and monitored.	Regular updates on the current Curriculum Strategy and required developments to meet the College's curriculum objectives.
(iii) To review and monitor procedures to ensure that the College's curriculum is delivered in accordance with the Strategic Plan.	Receipt of regular reports on curriculum performance in the context of strategic objectives and targets.
Setting Objectives and Targets	
(iv) To advise on the process by which the College sets targets for student recruitment, retention and achievement, and to propose to the Corporation appropriate targets and performance indicators, and monitoring outcomes in relation to these.	Receipt of regular reports on processes and outcomes for target-setting, against agreed comparators and national context.
(v) To review and monitor student performance (as reported externally and internally) through recruitment, retention and achievement.	Receipt of regular reports on student recruitment, retention and achievement against agreed targets and comparators.
(vi) To review benchmarking data on the performance of the College's educational provision and agree appropriate strategies to address issues arising from this.	Receipt of regular reports on the benchmarking of College performance.
Quality Management	
(vii) To review annually the College's Quality Strategy and make formal recommendations on this to the full Corporation.	Consideration annually of the appropriateness of the College's Quality framework in the context of College developments and best practice.
(viii) To advise on and monitor the College's Quality Assurance System (QA) and on the priorities that should be addressed through QA systems and make recommendations to the Corporation.	Receipt of reports on key aspects of the QA system and to agree the priorities and focus of attention based on the issues arising from scrutiny of College performance, self-assessment and inspection outcomes.
(ix) To receive and consider self-assessment and inspection reports, to recommend these to the Corporation for approval, and to monitor any action plans arising from them.	Scrutiny of all self-assessment and inspection reports to ensure that: <ul style="list-style-type: none"> • They are evaluative ; • They are based on appropriate evidence; • The conclusions are sound;

Activity	How
	<ul style="list-style-type: none"> • Agreed action is likely to result in the required improvements; • Follow-up monitoring is leading to required outcomes.
(x) Review, as appropriate, the College arrangements available for students with learning difficulties or disabilities, and recommend any revisions to the Corporation.	Review of arrangements for students with learning difficulties, in the context of the current College priorities and the agreed Mission.
(xi) Review the analysis of student, employer and parental survey on the perception of the College and draw the attention of the Corporation to matters of concern.	Receipt of reports on regular surveys undertaken by the College to assess stakeholders' views to ensure that they are used in strategic analysis.
(xii) Receive and monitor, on an annual basis, information in relation to complaints and compliments and feedback from stakeholders draw any trends to the attention of the Corporation as necessary.	Receipt of an annual report on complaints and feedback to inform strategic analysis.
Curriculum and Quality Related Issues	
(xiii) To review and monitor: <ul style="list-style-type: none"> a) The College's Teaching and Learning strategy b) The College's Employer Engagement Strategy. c) The College's Learner Involvement Strategy d) The College's Lesson Visits Policy 	Annual review of key College strategies related to curriculum to ensure that: <ul style="list-style-type: none"> • Agreed improvement actions have taken place and their impact has been assessed; • Development plans have been established for the coming period; • All identified developments reflect the College's strategic objectives, local and national context and, where necessary, any legislative issues.
(xiv) To advise the Corporation on Equity, Diversity and inclusion requirements as they relate to student and curriculum issues and to monitor the College's Equity, Diversity and inclusion arrangements in relation to students and curriculum.	Receipt of an annual Equity, Diversity & Inclusion Report and including annual action plan and regular termly updates.
(xv) To advise the Corporation on Safeguarding issues, including statutory duties in relation to Safeguarding and the Board's PREVENT duties.	Receipt of an annual report on Safeguarding, including PREVENT, and regular updates. Termly review of the HCC Safeguarding Audit Action Plan.
(xvi) To provide a panel of members to take part in student disciplinary processes, as set out in the College procedures, if required.	As required
(xvii) To deal with any matters specifically referred to the Committee by the Corporation.	As required

8. Review of Terms of Reference

These Terms of Reference shall be subject to a formal **annual** review.

AGENDA ITEM
Autumn Term
Annual Election of Chair & Vice-Chair
Curriculum Area Presentation
Teaching, Learning and Assessment Report for the previous year
Student Achievements and outcomes in the previous year
Annual Self-Assessment Report & Quality Improvement Plan including Business Support Reports and QIPs
Term 1 Student Survey Report
Term 1 Key College Performance Indicators – Attendance, Retention and Progress
Termly Report on student complaints, compliments and suggestions
Termly Report of HE Advisory Group (HEAG)
Annual Equity, Diversity and Inclusion Report
Annual Safeguarding Report
Review of curriculum and quality risks & KPIs
National Developments
Policies for Review/Approval
Spring Term
Curriculum Area Presentation
Termly Progress Update of the QIP, to include: <ul style="list-style-type: none"> • Term 1 Teaching, Learning & assessment; • Attendance, Retention and Progress; • Learner voice issues; • Student Destinations for previous year; • Outcomes of mid-year QIP review process.
Update on College's Quality Improvement Plan – Business Support
Termly Report on student complaints, compliments and suggestions
Termly Report of the HE Advisory Group (HEAG)
Key issues informing the Curriculum strategy for the coming year
Safeguarding Update including a review of the HCC Safeguarding Audit Action Plan
Key College Performance Indicators – Attendance, Retention and Progress
Review of curriculum and quality risks & KPIs
National Developments
Policies for Review/Approval
Summer Term
Curriculum Area Presentation;
Annual Review and Evaluation which includes: <ul style="list-style-type: none"> • Annual review of Committee Terms of Reference; • Annual review of Schedule of Business; • Review of the operation of the Committee; • Review of the Committee's performance in respect of the Code of Good Governance for English Colleges in respect of the learner voice, employer & stakeholder engagement, equality & diversity and fostering exceptional teaching and learning.
Termly Progress Update of the QIP, to include: <ul style="list-style-type: none"> • Term 2 Teaching, Learning & assessment; • Attendance, Retention and Progress; • Learner voice issues.
Update on College's Quality Improvement Plan – Business Support
Termly Report on student complaints, compliments and suggestions
Termly Report of the HE Advisory Group (HEAG)
Annual Review of performance of sub-contractors and recommendation of those proposed for use in following year
Employer Satisfaction Survey Outcomes
Formal annual review of College's Quality Strategy and Quality cycle
Curriculum strategy for following year and related action plan, including review of FT and PT provision
Learner Involvement Strategy
Safeguarding Update including a review of the HCC Safeguarding Audit Action Plan
Review of curriculum and quality risks & KPIs
National Developments
Policies for Review/Approval