

TERMS OF REFERENCE

ACADEMIC STANDARDS AND QUALITY DEVELOPMENT COMMITTEE

Owner: **Company Secretary**

Date of Approval: **3 July 2025**

Date of Next Review: **July 2026**

Approved by: **Corporation**

Academic Standards and Quality Development Committee

Terms of Reference

1. Constitution

The Corporation has established a committee of the Corporation to be known as the “Academic Standards and Quality Development Committee” and formally approves its terms of reference.

2. Membership

- 2.1 The Committee shall comprise of up to 6 members of the Corporation, including the Principal, a Staff Member (academic) and a Student Member.
- 2.2 Membership of the Committee is normally for up to 4 years (reviewed annually) and may be renewed. Except for ex-officio members, a person shall be ineligible for appointment to the Committee if they have served more than 8 years on the Committee.
- 2.3 The Chair of the Committee will be an independent Governor selected by the Corporation.

3 Frequency of Meetings

The Committee will meet at least three times per year.

4 Quorum

The quorum for the meetings of the Committee shall be 3.

5 Attendance

If requested by the Committee, any senior member of College staff will attend a committee meeting.

6 Duties

- 6.1 To maintain oversight of the quality of teaching and learning and academic performance across the College and its partnership activities and make recommendations to the Corporation.
- 6.2 To oversee the College’s Teaching and Learning Strategy
- 6.3 To consider and advise the Corporation on issues relating to student retention and achievement and, in particular, measures to maximise student performance.
- 6.4 To receive and review reports on Self-Assessment and Quality Improvement and to monitor the implementation of Action Plans for educational improvement, including those arising from external inspection
- 6.5 To examine quality improvement measures and the achievement of specific national quality achievement standards.

- 6.6 To oversee measures for ensuring that the College actively promotes, engages and integrates the Student Voice in all of the activities of the College
- 6.7 To receive and consider the outcome of student satisfaction surveys.
- 6.8 To keep under review the College's approach to managing and using complaints and compliments to improve services to students
- 6.9 To consider and advise the Corporation in relation to Higher Education Strategy and Governance Requirements
- 6.10 To receive and consider the Higher Education Performance Annual Report
- 6.11 To oversee the College's policy and procedures in relation to Safeguarding and Radicalisation.
- 6.12 To oversee the College's policy in relation to equality and diversity, and its equality and diversity objectives
- 6.13 To refer to the Corporation issues that have implications for matters reserved to it for decision, together with such recommendations as the Committee considers appropriate and to refer to other Committees matters that relate wholly or in part to the remit of that Committee.

7 Reporting Procedures

The minutes of meetings of the Committee will be circulated to all members of the Corporation.