

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

CURRICULUM & QUALITY COMMITTEE TERMS OF REFERENCE

1. Membership

8 Members, to include the Principal (ex officio). Of the total membership, one external member (who is not a member of the Corporation) may be co-opted by the Corporation as a member of the Curriculum & Quality Committee if they have relevant skills.

2. Quorum

3 Members.

3. Appointment of Chair and Vice Chair

The Committee shall elect a Chair and a Vice Chair from among its members. The terms of office shall be for two years. The Principal, Staff Member, Student Member, or any external co-opted Member shall not be eligible for election as Chair or Vice Chair.

4. In Attendance

Deputy Principal Curriculum, Performance and Innovation

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.

5. Meetings

The Committee shall meet as and when necessary for the proper discharge of its responsibilities but shall meet at least once per term.

The Clerk to the Corporation shall act as Clerk to the Committee.

6. Terms of Reference

The overall function of the committee is to oversee the effective implementation of the College's quality processes, and to make reports/recommendations to the Corporation where appropriate. Key areas for the Committee will include:

1. To review the outcomes of the College's key quality mechanisms.
2. To review the outcomes of quality assessments of the College's provision by "external" bodies e.g. OFSTED, EFA, QAA (IQER), SFA, University of Winchester.
3. To monitor the progress on/achievement of targets and action plans resulting from the above outcomes.
4. To monitor the College's key performance indicators against those of the sector.
5. To consider reports and recommendations presented by College Management regarding curriculum and quality issues and to note on actions taken.
6. To have oversight of the quality of higher education provision within the college.

7. Review of Terms of Reference

These Terms of Reference shall be subject to a formal review at least once every three years – next review Autumn 2023.