

TRAFFORD COLLEGE
Curriculum and Quality Committee
Terms of Reference and Standing Orders

1 Introduction

- 1.1 The Terms of Reference and Standing Orders of the Curriculum and Quality Committee may be varied at any time by the Corporation.
- 1.2 The Terms of Reference and Standing Orders of the Curriculum and Quality Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.3 Members are required to make known if they or a person with whom they have a close connection (eg spouse/partner or child) has a personal interest (be it financial or otherwise) in a matter before the Committee.

2 Terms of Reference

To make recommendations to the Board of the Corporation on the following matters:-

- 2.1 The Quality Assurance Policy.
- 2.2 Significant Curriculum Developments on an ongoing basis.
- 2.3 The Learner Involvement and Participation Strategy.
- 2.4 The English and Maths Strategy.

To Consider, Monitor and Review

- 2.5 The Annual Student Exclusion Report.
- 2.6 In Year Retention Rates and an Analysis of Full Time Withdrawals.
- 2.7 Success, Retention and Achievement Rates and Value Added.
- 2.8 The Results of the End of Year Student Survey.
- 2.9 Internal Inspection of Curriculum Areas and the Internal Inspection Framework.
- 2.10 The Customer Complaints Annual Report.
- 2.11 The Post Induction Student Survey.
- 2.12 The Student Attendance and Punctuality Review.
- 2.13 The Parent/Guardian Survey.
- 2.14 The Annual Student Destination Report.
- 2.15 The Student Conference Report.
- 2.16 The Safeguarding/Prevent Update Report.

- 2.17 The Student Enrolment Report.
- 2.18 Individual Reports on Governor Visits to Curriculum Areas.
- 2.19 Progress Reports for Curriculum Provision in Special Measures.
- 2.20 In-year Progress Performance Reports against Targets for Strategic Priorities 1-5.
- 2.21 Annual Special Needs Report.

3 Membership

- 3.1 The Committee shall comprise 10 members of the Board of the Corporation plus the College's Senior Tutor (Co-opted Member) and shall be entitled to invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall not be entitled to vote at meetings but shall be entitled to speak).
- 3.2 The Chairperson and Vice Chairperson will be selected bi-annually by a majority of the committee members.
- 3.3 The Corporation Secretary shall act as Secretary to the Committee.
- 3.4 The Committee shall meet as many times as it considers appropriate during an academic year.

4 Term of Office

- 4.1 The term of office of members will normally be four years unless determined otherwise by the Corporation.
- 4.2 A member of the Committee may resign from membership by giving notice in writing to the Corporation Secretary.
- 4.3 A vacancy which arises during the period of office will be filled by the appointment of a new member by the Corporation.

5 Appointment of Chairperson and Vice Chairperson

- 5.1 The members of the Committee will appoint a Chairperson and Vice Chairperson from amongst their number subject to them being members of the Corporation.
- 5.2 The Chairperson and Vice Chairperson shall hold office for at least two years. Normally the period of office will commence at the first meeting of the academic year.
- 5.3 If both the Chairperson and Vice Chairperson are absent from any meeting of the Committee, the members of the Committee present shall choose one of the Committee to act as Chairperson of that meeting having regard to the provisions of paragraph 5.1.
- 5.4 The Chairperson and Vice Chairperson may resign, at any time, their respective office by notice in writing to the Corporation Secretary.
- 5.5 The Chairperson and Vice Chairperson retiring at the end of their respective term of office shall be eligible for reappointment.

6 **Quorum**

- 6.1 Meetings of the Committee shall be quorate if 4 or more members are present.
- 6.2 If the number of members of the Committee assembled for a meeting does not constitute a quorum thereof, the meeting shall not be held. If in the course of a meeting the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- 6.3 If for the lack of a quorum, a meeting cannot be held or, as the case may be, cannot continue, the Chairman shall, if he/she thinks fit, cause a special meeting to be summoned as soon as practicable.

7 **Proceedings of Meetings**

- 7.1 Every matter to be decided at a meeting shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chairperson of the meeting shall have a second or casting vote.
- 7.2 No resolution of the Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- 7.3 The proceedings of the meetings of the Committee will be recorded in the minutes produced by the Clerk to the Committee. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Corporation.

8 **Public Inspection**

The Terms of Reference, together with the Committee's advice to the Board of the Corporation, will be made available by the Corporation Secretary for inspection to any members of the public, during normal office hours and on the College's website.