

## **Heart of Yorkshire Education Group**

### **Curriculum and Quality Committee**

#### **Terms of Reference 2021/22**

## **1 Objectives**

1.1 The Curriculum and Quality Committee shall advise the Corporation of the Heart of Yorkshire Education Group (HYEG) (to be referred to as the corporation). It:

- Is accountable to the Corporation
- Has overall responsibility for assuring the Corporation that HYEG's quality improvement programmes deliver an exceptional quality of education and excellent learner experience for all students
- Focuses on curriculum planning and implementation, quality assurance and influencing quality improvement and innovation plans
- Provides assurance to the Corporation on the self-assessment validation process and monitors progress on the Group's quality improvement plan (QIP)

## **2 Membership**

2.1 The Committee shall be appointed by the Corporation, on the advice of the Search Committee, and shall consist of a minimum of 6 members.

- This can be six Group board members or
- include a minimum of four board members and two or more co-opted members.

2.2 Members should include:

- a member from each local board,
- a staff governor,
- Either independent governors, or co-opted governors who provide the committee with HE and/or FE experience.
- A maximum of three co-opted governors may be nominated to this committee to ensure each local college is represented.
- A student governor should be encouraged to attend, either as a committee member or an attendee.

- 2.3 The Search Committee shall review the membership of this Committee on an annual basis.
- 2.4 A quorum shall be 3 members, the majority must be full board members.
- 2.5 Co-opted External Members will have voting rights on this Committee. They do not have a right to attend other Committee or Corporation meetings.

### **3 Appointment of Chair and Vice Chair**

- 3.1 The Chair of the Committee shall be appointed by the Board and shall be an independent corporation member.
- 3.2 The Chair of the Curriculum and Quality Committee should not be any of the following:
  - The Principal/Chief Executive
  - A staff or student governor
  - A Co-opted member
- 3.2 The Chair and Vice Chair shall hold office for two years, and until the first subsequent meeting of the Committee in the College year.
- 3.3 At the end of the term of office the Chair and Vice Chair shall be eligible for re-appointment.
- 3.4 If the Chair and Vice Chair are absent from any meeting of the Committee, the members shall choose one of their number to act as Chair for that meeting.
- 3.5 The Chair of the Curriculum and Quality Committee should have the expertise to understand the reports and ability to hold the Leadership team to account.

## **4. Meetings**

### **4.1 Attendance**

- The Principal / Chief Executive (if not a member) will be invited to attend each meeting as an observer and to contribute to discussions and can nominate a member of the team to attend in their absence.
- The Executive Director: Curriculum shall normally be invited to attend meetings of the Committee to advise members as may be necessary.
- The Committee may also invite other senior post holders to attend meetings and report to the Committee when necessary. This may include staff from any of the Group's campuses invited to share best practice or to report on particular issues.
- The Head of each college will attend each meeting.

- The Clerk to the Corporation shall be Clerk to the Committee.

#### 4.2 Frequency of Meetings

- The committee will meet at least five times each academic year, or more often if considered necessary.
- Additional meetings can be convened should the chair, in consultation with the Corporation Chair.
- Meetings should be scheduled to take place prior to the meetings of the Board of the Corporation to ensure that any matters discussed can be brought to the attention of the Corporation if necessary at the earliest opportunity.

## **5 Authority**

- 5.1 The Committee is authorised by the Corporation to obtain outside independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.
- 5.2 The Committee may investigate any activity within its terms of reference.
- 5.3 It is authorised to seek any information it requires from any employee of the College. All employees of the College are directed to cooperate with any request made by the Committee.

## **6 Duties**

In addition to the responsibilities set out in 1:1 above, the Committee:

- Considers key performance indicators
- Has oversight of curriculum and assessment strategy development (including digital and online delivery)
- Considers best practice in the sector, including benchmarking reports, external monitoring reports, relevant research and inspection findings
- Reviews the consistency and support for independent learning for all students
- Challenges responsiveness to local needs and skills demands
- Challenges responsiveness learner needs and ambitions, including in particular learners with additional needs and strategies to close progress and achievement gaps
- Monitors, influences and drives improvement in the quality and standards of provision in departments identified by senior leaders as underperforming
- Celebrates the success of departments that are making significant progress and/or achieving consistently strong outcomes
- Reviews plans for curriculum changes and considers new courses or qualifications
- Oversees and ensures appropriate action is taken in response to identified quality matters at each local college
- Reviews feedback from students and staff on the learner experience
- Monitors compliments and complaints
- Reviews the CPD and training for staff members across the group and at each college

## **7 Reporting Procedures**

7.1 The Clerk to the Corporation shall circulate minutes of meetings of the Committee to all Corporation members as attachments to the agenda for the next Meeting for information and decision as necessary.

7.2 The Chair of the Curriculum and Quality Committee will provide reports and updates to the Corporation Board following each committee meeting.

7.3 The Chair of the Curriculum and Quality Committee will have regular updates with the Executive Director -Curriculum, and will use their judgement when updates to the committee are required.

## **8 Equality, Diversity and Inclusion Statement**

The Group values diversity and inclusion and is committed to promoting equal opportunities and eliminating discrimination. Therefore, the Local Board/Committee will exercise its responsibilities, as far as practicable, to promote equality and diversity and will carry out its business to promote equality of opportunity for all.

## **9. Safeguarding Policy**

The corporation recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse, neglect, radicalisation and extremism and follow our procedures to ensure our students receive effective support, protection and justice. The corporation expects Governors, staff and volunteers working on behalf of the college to share this commitment.

## **10. Fraud, Bribery & Corruption**

The Fraud Act 2006 introduces a new offence of fraud, which can be committed in three ways:

- Fraud by false representation
- Fraud by failing to disclose
- Fraud by abuse of a position of trust

All offences occur where the act or omission is committed dishonestly and with intent to cause gain or loss. The gain or loss does not have to succeed, as long as there is intent. The Bribery Act 2010 makes it a criminal offence to bribe or be bribed by another person by offering or requesting a financial or other advantage as a reward or incentive to perform a relevant function or activity improperly performed.

Further information, including how to raise concerns, is included within the Anti-Fraud and Anti-Bribery & Anti-Corruption Policies.