



## **CORPORATION OF CITY COLLEGE**

### **Quality Committee** **Terms of Reference**

1. The Quality Committee is a committee of the Corporation established under the terms of clause 4 of the Articles of Government (2008).
2. The purpose of the Committee is to monitor all aspects of academic quality and performance of the College.

In discharging its role the Committee is also to be mindful of ensuring that the information received by it and all decisions taken are centred on improving the experience of students at the College and levels of achievement.

### **Membership and Operation**

3. The Committee shall consist of 9 members appointed by the Corporation (7 Corporation members and 2 co-opted members). Membership may include additional persons with relevant experience who are not governors who have been recommended by the Search & Governance Committee, and approved by the Corporation, to be co-opted committee members.
4. The Committee shall be served by the Clerk to the Corporation or his/her deputy.
5. The Chair shall be elected by the members of the Committee.
6. The quorum shall be 4 members. In the event of the Chair being unable to attend, the remaining members shall elect a Chair from among those present.
7. The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy at paragraph 6 above) to exclude any, or all, participants and observers, except the Clerk to the Corporation.
8. The Committee shall undertake an annual review of these terms of reference and recommend any changes needed to the Corporation for approval.

### **Functions of the Committee**

9. The Committee will meet as and when necessary and will be empowered to act on behalf of the Corporation in academic quality and performance matters requiring urgent consideration. The Committee may also consider any other matter referred to it by the Corporation .

10. The remit of the committee is to monitor all aspects of academic quality and performance of the College. This will be achieved by:
  - 10.1 Monitoring the process of academic target setting (student retention and achievement);
  - 10.2 Receiving reports from external quality inspections;
  - 10.3 Approving the annual self-assessment report and other quality related reports and to monitor action plans;
  - 10.4 Advising the Corporation on all issues relating to the quality and standards of College provision, including business support areas;
  - 10.5 Monitoring learner success rates;
  - 10.6 Monitoring learner satisfaction;
  - 10.7 Approving and monitoring the progress of the Quality Improvement Plan (QIP)/Post Inspection Action Plan (PIAP);
  - 10.8 Monitoring College determined 'notice to improve' programme areas through the MoT process;
  - 10.9 Monitoring progress on equality and diversity issues.
  
11. The committee shall undertake a review of their performance and set targets for the following year.