



**EDUCATION, QUALITY & PERFORMANCE COMMITTEE TERMS OF REFERENCE**  
**(Reviewed by the Education, Quality & Performance Committee on 21 October 2020)**

**1. MEMBERSHIP AND CHAIRMANSHIP**

- 1.1 Membership of the Committee shall comprise at least seven members of the Governing Body to include the Chief Executive, the academic staff member, and the student member.
- 1.2 The Chair of the Committee shall be appointed by the Committee from among its members and shall serve for a term of two years. The Chief Executive, staff member and student member shall not be eligible for appointment to this position.
- 1.3 In the absence of the Committee Chair at a meeting, the Committee shall elect another member of the Committee, other than the Chief Executive, staff member, or student member, to chair the meeting.

**2. QUORUM**

- 2.1 The quorum for the Committee shall be three and must include at least one member other than the Chief Executive, staff and student member.

**3. ATTENDANCE AT MEETINGS**

- 3.1 The Deputy Chief Executive and a member of the senior management team designated by the Chief Executive will normally attend meetings of the Committee.
- 3.2 The Committee may invite other college personnel or third parties to attend any meeting of the Committee where their knowledge or experience could contribute to the business of a particular meeting.
- 3.3 The Secretary to the Governing Body will act as Secretary to the Committee.
- 3.4 Any person in attendance at a meeting shall not be entitled to vote on any matter under consideration by the Committee.

**4. FREQUENCY OF MEETINGS**

- 4.1 The Committee shall meet at least five times per year during the academic year with additional meetings held as required.

## **5. VOTING PROCEDURE**

- 5.1 The voting procedure shall be in line with the Articles of Government and Standing Orders for South West College with the Committee Chair having a second or casting vote where there is an equal division of votes.

## **6. REPORTING PROCEDURE**

- 6.1 Minutes of meetings of the Education, Quality and Performance Committee shall be circulated to all members of the Governing Body subject to any confidentiality restrictions.
- 6.2 The Chair of the Committee shall give a verbal report to the Governing Body in support of the minutes. If the Chair of the Committee is absent from a Governing Body meeting, he / she shall nominate a member of the Committee to deliver the verbal report of the committee meeting to the Governing Body.

## **7. FUNCTION AND AUTHORITY**

- 7.1 To contribute to the development of strategic objectives, through the College Development Plan process, for meeting local and regional education and skills needs linked to DfE objectives and targets.
- 7.2 To contribute to the setting of curriculum governance key performance indicators with a particular emphasis on student recruitment, retention and achievement.
- 7.3 To monitor and assess performance on an ongoing basis against the College Development Plan.
- 7.4 To monitor the standard of educational provision by reviewing the whole college self evaluation and quality improvement plans, Education and Training Inspectorate reports and other internal monitoring and external inspection reports, and to benchmark performance internally and against other further and higher education providers as appropriate.
- 7.5 To develop and review student related policies and procedures and to receive progress reports on student centred surveys, activities and initiatives, and arrangements for the safeguarding of children and vulnerable adults.
- 7.6 To promote economic development and entrepreneurship, monitor business development activity and review offers for externally funded projects.
- 7.7 To consult with the Staffing Committee, as and when deemed necessary, on the staffing and staff development needs of the College in meeting its strategic objectives.
- 7.8 To encourage, promote and facilitate the development of strategic partnerships which are beneficial to the development and image of the College.

- 7.9 To identify models of best practice locally, nationally and internationally in the provision of further and higher education and training.
- 7.10 To encourage an international outlook and to monitor virtualisation activities.
- 7.11 To advise and inform the Governing Body on the above and all other areas of education, quality and performance activity as appropriate.

**Adopted by the Governing Body on:**

11 November 2020