

EDUCATION COMMITTEE TERMS OF REFERENCE

Constitution

The Governing Body has established, in accordance with the provisions listed at Part IV of the College's Articles of Government, a committee known as the Education Committee.

Remit

The Education Committee oversees the College's curricular provision, with a focus on its quality and appropriateness for the community served by the College. Its role is to advise the Principal and Chief Executive on: the general oversight of the academic work of the College, such as the admission, assessment and examination of students; curriculum development; continuous quality improvement; the efficiency of learning and teaching; the student experience; and provisions for the suspension and expulsion of students.

Membership

The Committee shall consist of at least four members of the Governing body and the Chief Executive and Principal. The Committee should also include a Staff and a Student Governor. The Senior Leadership Team will also attend all meetings. A quorum shall be three members. In addition non-members may be co-opted by the Governing Body to provide specialist expertise. The Chairperson shall be appointed by the Governing Body and the Vice-Chairperson shall be elected by the Committee. In the absence of the Chairperson the Vice-Chairperson will assume the role.

Rights

The Education Committee may procure specialist ad-hoc advice at the expense of the college organisation, subject to budgets agreed by the Accounting Officer/ Governing Body.

However, it may not incur direct expenditure in this respect without the prior approval of the Governing Body which must be within the guidelines for procurement.

Duties

The responsibilities of the Education Committee are:

1. to oversee curriculum strategy and plans in order to support the Senior Leadership Team in delivering the College's mission and strategic priorities in relation to students as detailed in the Strategic Improvement Plan;

2. to ensure the development and review of an evolving curriculum and associated provisions in response to regional social and economic needs, employer engagement and government policies, particularly in relation to priority skills areas;
3. to oversee arrangements for delivering and monitoring the student experience; to ensure a safe and supportive learning environment; to receive reports on the provision of services to students and on the suspension and expulsion of students for academic or safeguarding reasons; and to provide a forum for engaging with the Student Council;
4. to agree annual targets for college performance in relation to student recruitment, enrolment, achievement and success; to monitor performance against targets and external benchmarks; and to ensure that appropriate action is taken to address actual or potential shortfalls;
5. to ensure that the college works with stakeholders to continuously improve the quality of its teaching and learning provision with the aim of achieving recognised excellence in all areas of activity; and to support the development and maintenance of local, national and international relationships to enhance the quality of the College's provision;
6. to monitor the efficiency and effectiveness of curriculum provision through the rational allocation of teaching resources and the innovative use of technologies.

Reporting Procedures

7. the minutes of meetings of the Committee shall be circulated to all members of the Governing Body prior to the next scheduled meeting of the Governing Body, subject to the confidentiality restrictions set out in Part V of and Schedule 4 to the Instrument of Government and paragraph 18 of the Articles of Government. The Governing Body should adopt the minutes of the Committee meetings;

Review of Terms of Reference

8. the terms of reference of the Education Committee should be reviewed on a biennial basis.