

## **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 remit of the Education Committee in support of the College realising our agreed vision, is to oversee, advise and make recommendations to the Governing Body on the College's curricular provision; specifically on its breadth, quality and accessibility, and the extent to which it meets the needs of learners, employers and the wider community and as such reflecting Government policies (e.g. PfG, Industrial Strategy and FE Means Success).

### **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.

The Committee will consider the priorities and effectiveness of the work of the Committee, reporting back to the Chair of the Governing Body on an annual basis.

### **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 College Development 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; 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;
7. to oversee the quality provision and associated policies within the College

### **Reporting Procedures**

8. 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**

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

## **ANNEX 1**

### **Membership of the Northern Regional College Education Committee**

Dr P Graham (Chair)

Ms J Hemphill

Mr M Higgins

Mr G McAllister

Mr B Patterson

Mr S Shevlin

Mr D Small

Student Governor

**ANNEX 2**

**Northern Regional College Education Committee Indicative Workplan**

Q1	Q2	Q3	Q4
KPIs Update	KPIs Update	KPIs Update	KPIs Update
WCQIP	Quality Update	Quality Update	Quality Update
Quality Update	HE Matters	HE Matters	HE Matters
HE Matters	Training And Apprenticeships	Training And Apprenticeships	Training And Apprenticeships
Training & Apprenticeships	Learner experience	Student Activities	Plan for next year
Assurance Statement		Student Satisfaction	
TOR – biennial review		Student Complaints	
Additional meetings / rescheduling as necessary to accommodate dynamic deadlines.			
Inspection reports appear on Agenda on receipt.			