

The HENLEY College Corporation

Quality & Standards Committee Terms of Reference

In carrying out its responsibilities set out below, the Committee will have proper regard to health and safety, safeguarding learners/vulnerable adults, Prevent and promoting equality and respecting the diversity of the College community.

The responsibilities of this Committee will include:

- a) To review the overall quality of the students' learning experience at the College and advise the Corporation
- b) To advise the Corporation on all matters concerning:
 - Quality standards
 - Quality improvement
 - Student attainment
 - Student achievement
 - Curriculum and curriculum planning
 - Student equality, diversity and inclusion strategies
 - Student welfare
 - Safeguarding, including Prevent
 - Destinations and alumni
- c) Agree with the Principal for proposal to the Board, targets for:
 - Student recruitment
 - Student retention
 - Success and value added
 - Student satisfaction
- d) Monitor the College's progress against the above targets.
- e) Receive regular reports from the Principal on mechanisms in place to rectify any falls in performance and actions taken to address them.
- f) Monitor the standards of teaching, learning and assessment via regular reports from the Principal.
- g) Approve and monitor the College quality procedures.
- h) Approve substantial planned changes to the curriculum.
- i) Approve the College's Self-Assessment Report and associated Quality Improvement Plan(QIP).
- j) Monitor the progress of the QIP.
- k) Renew and monitor effective use of learning resources.

- l) Receive regular reports in respect of safeguarding including Prevent Duty and monitor compliance with safeguarding regulations and procedures.
- m) Within the context of strategic priorities approved by the Corporation, to implement and review an annual work plan for the Committee which focuses on the identification, monitoring and review of annual targets and performance measures.
- n) Receive an annual report on staff training and development;

Membership	At least five Governors (including Chair of the Corporation and Principal). A number of co-opted external members with appropriate backgrounds as applicable
Quorum	The greater of two members or 40% of membership
Chair	To be appointed by the Corporation. Members present will decide who will act as Chair of the committee at any meeting which the appointed Chair is unable to attend
Period of office	To be determined by the Corporation but not to exceed six years in aggregate.
Meeting Frequency	One meeting held in the Autumn term, one in the Spring term and, if required, one in the Summer term
In attendance	Deputy Principal Heads of Faculty - by invitation Clerk Head of Student Services Head of Apprenticeship Training

Date reviewed by committee	Date approved by Corporation
7 October 2015	8 October 2015
22 February 2016	5 December 2016
6 November 2017	4 December 2017
7 March 2019	14 March 2019