

## **HOPWOOD HALL COLLEGE CORPORATION**

### **TERMS OF REFERENCE FOR THE STANDARDS COMMITTEE (APPROVED BY THE CORPORATION ON 11 OCTOBER 2018)**

#### **1. Introduction.**

The Hopwood Hall College Further Education Corporation hereby resolves to establish a Standards Committee with the terms of reference as set out in this document.

The Corporation have authorised the Standards Committee to complete and/or advise on general standards and other matters.

#### **2. Objective**

The Standards Committee shall:

- advise the Corporation on the determination of annual success rate targets, including retention, achievement, value added and student attendance.
- ensure that effective mechanisms for monitoring curriculum-related aspects of performance, including the quality of teaching, learning and assessment, are in operation
- advise the Corporation on policies and procedures relating to the Learner Voice, student entitlement, student representation and student conduct.

#### **3. Membership & Quoracy**

3.1 The Standards Committee shall be appointed by the Corporation and shall comprise a minimum of seven Members including the Principal/CEO, the Staff Members and the Student Members of the Corporation.

3.2 A quorum shall be three Members which shall include at least one Independent Member of the Corporation Board.

3.3 The Chair of the Committee shall be appointed by the Corporation. If the Chair is absent from any meeting of the Committee, the Members present shall choose one of their number to act as Chair for that meeting. The Principal, the Staff Members and the Student Members shall not be eligible for appointment as Chair.

3.4 The terms of office of members of the Committee shall be determined by the Corporation except that the term of office of any Member of the Committee shall not exceed four years.

3.5 Any Member who reaches the end of their term of office shall be eligible for re-appointment to the Committee.

#### **4. Attendance at Meetings**

4.1 The Committee may from time to time invite the attendance of College Managers or such other persons as deemed desirable and/or necessary.

4.2 Other Corporation Board Members shall also have a right of attendance as observers.

4.3 The Clerk to the Corporation shall be responsible for overseeing the clerking arrangements for the Standards Committee

#### **5. Frequency of Meetings**

5.1 Meetings of the Standards Committee shall normally be held at least once in each term (i.e. a minimum of three times in the academic year.)

5.2 A Special Meeting may be convened by the Clerk at the request of the Chair of the Standards Committee and at such meetings the Agenda shall normally be limited to consideration of a single, or related items. Standing items shall not be included in the Agenda for a Special Meeting.

## **6. Authority**

6.1 The Standards Committee are authorised by the Corporation to investigate any activity within the Committee's terms of reference and to seek any information necessary to fulfil the objectives of the Committee from any employee of the College. All employees are directed to co-operate with any request for information made by the Standards Committee.

6.2 The Standards Committee is authorised by the Corporation to obtain outside independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary, provided that the Committee may not incur direct expenditure in this respect in excess of £5,000 (plus VAT) in any College financial year without the prior approval of the Corporation.

## **7. Duties**

7.1 The Standards Committee shall consider and make recommendations to the Corporation on:

- the educational character and mission of the College
- the College Self-Assessment Report (SAR) and Improvement Plan
- the direction and education content of the College Strategic Plan
- the development of curriculum-related policy and procedures resulting from national, regional and local initiatives

7.2 The Standards Committee will have oversight of quality issues across all the College's provision, including Higher Education, and arrangements for:

- receiving reports on the assessment of the quality of teaching, learning and assessment and monitoring action plans for improvement where required
- setting and monitoring annual success rate and performance targets including value added, retention and achievement, timely achievement and student attendance
- the production of annual self-assessment reports (SARs)
- preparations for College inspections
- monitoring and improving performance in curriculum areas which are not meeting College targets and/or are performing at a level which is below the average when measured against national benchmarks
- reviewing and monitoring the effectiveness of the College QA mechanisms
- receiving, when appropriate, reports from staff on specified aspects of curriculum activity
- monitoring the effectiveness of the College Mission Statement particularly in relation to student entitlement
- receiving reports and recommendations from the Hopwood Hall College Student Cabinet, Student Governors or other groups representing Hopwood Hall College students and advising the Corporation on appropriate action in response to these
- monitoring College policies and procedures relating to the Learner Voice, student entitlement, student representation and student conduct and welfare
- monitoring the application and effectiveness of the College's Safeguarding, PREVENT and Equality & Diversity policies and procedures in relation to their impact on learners

## **8. Reporting Procedures**

8.1 The Clerk of the Corporation shall circulate the minutes of the meetings of the Committee to all Corporation Members.

8.2 The Corporation will receive summary reports on College performance that will include performance in the following areas;

- quality improvement action plans
- target setting and monitoring
- curriculum initiatives
- College and curriculum self-assessment grades

8.3 A copy of the draft minutes of each meeting will be circulated to all Members of the Standards Committee and published on the College website after approval by the Chair of the meeting. Excluded from general publication will be the minutes relating to any matters which the Standards Committee deem to be confidential.