

NORTHBROOK COLLEGE SUSSEX

MEMBERSHIP AND TERMS OF REFERENCE

CURRICULUM AND STANDARDS COMMITTEE

CONSTITUTION

- 1 In accordance with Article¹ of Government No 4 (1) and paragraph 6 of the letter to College Chairs of Governors from the Minister of State for Education (9 February 1999) and determined by the Corporate Governing Body at their meetings on 15 June 1999, 25 January 2000, revisions adopted by the Corporate Governing Body at its meetings on 22 November 2002, 14 December 2004, 12 December 2006, 3 June 2008, 30 March 2010

TERMS OF REFERENCE

- 2.1 To advise the Corporate Governing Body on the Quality Strategy² of the Institution and the targets, standards and performance of the college in the recruitment, retention and achievement of its students.
- 2.2 To receive reports on
 - Key curriculum areas i.e. 14-19, Adult skills, Higher Education
 - Equality & Diversity matters relating to learners
 - student recruitment, retention and achievement (benchmarked against college and national targets where available)
 - the self assessment process
 - key performance indicators as determined by the committee
 - any Standards Review Group³ meetings
- 2.3 To recommend appropriate action

MEMBERSHIP

- 3.1 The Standards Committee shall comprise at least seven members, appointed by the Corporate Governing Body as follows:
- 3.2 No fewer than six members appointed under paragraphs 2 (1) (a) (*external members*), (e) (*staff members*), (f) (*student members*), of the College's Instrument¹ of Government.
- 3.3 The Principal of the college (paragraph 2 (1) (d) of the College's Instrument⁴ of Government).

OFFICERS IN ATTENDANCE:

- 4.1 Managers with Academic and Quality Assurance responsibilities
- 4.2 The Vice Principal, Curriculum and Quality

¹ see *The Instrument and Articles of Government prescribed by the Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007*

² Article 3 (1) (b) refers

³ See Standards Committee Meeting 4 March 2008, minute 44

⁴ Op cit

PERIOD OF OFFICE

- 5 The members of the committee shall serve whilst they continue in office as members of the Corporate Governing Body (or where applicable as members of the college staff). A member appointed to fill a casual vacancy shall hold office only for the unexpired term of office of the person in whose place he/she is appointed. Thereafter members will be appointed by the Corporate Governing Body for a period to be determined, currently on a three year basis.

CHAIRMAN

- 6 The Chair and Vice Chair of the committee shall be appointed by the Corporate Governing Body from among the members appointed under 3.2 above (excepting the staff and student members). In the absence of the Chair and Vice Chair of the committee, the committee shall appoint a Chair for the meeting, who shall be drawn from the members appointed under 3.2 above (excepting the staff and student members).

QUORUM

- 7 There shall be a quorum when three members are present.

MEETINGS

- 8 The committee shall meet at least once a term.

PROCEDURE

- 9 The provisions of the Instrument of Government shall apply, with any appropriate changes approved by the Corporate Governing Body to the conduct of the committee's proceedings.

TERMINATION OF MEMBERSHIP

- 10 Any member of the committee absent for three consecutive meetings shall cease to be a member of the committee unless the reason for absence is approved by the Chairman or if the member ceases to be a member of the Corporate Governing Body within the definitions and procedures as contained in the Instrument of Government (9), (10)

RECORD OF MEETINGS

- 11 The Clerk to the Corporate Governing Body shall act as Clerk to the committee and shall keep appropriate records of their proceedings.