

CITY COLLEGE NORWICH

CURRICULUM & QUALITY COMMITTEE: TERMS OF REFERENCE

Preamble

The Corporation is accountable for curriculum that is offered by the College and the quality of that provision, and this Committee is charged with keeping the curriculum, its delivery and quality under review in order to advise the Corporation about the degree to which the College is meeting its accountabilities.

The nature of the curriculum, its quality, and the ways in which these are ascertained, are a matter for the College to determine. In considering the quality of the provision, the Committee is required to monitor the quality of the student experience as whole, not just that of the Teaching, Learning and Assessment (TLA). In monitoring the provision, the Committee needs to be mindful of statutory requirements which include, but are not limited to:

- The Skills and Post-16 Education Act 2022 which places a duty on the Corporation Board to review how well the College's provision meets local needs.
- The Ofsted Education Inspection Framework (EIF); which sets out the standards against which the College is inspected by Ofsted.
- Careers guidance and access for education and training providers: statutory guidance on the provision of careers advice and assessed against the matrix Standard.
- Further Education residential accommodation national minimum standards: which sets out the standards that our residential accommodation is inspected by Ofsted.
- The Office for Students (OfS) Conditions of Registration and Regulatory Framework: which set out the regulation governing the Higher Education (HE) provision.
- Initial Teacher Education (ITE) inspection framework and handbook: which sets out the required standards for the teacher training provision.

Chair: The Chair of the Committee will be appointed by the Corporation.

Membership: The Committee shall comprise of at least 6 Members.

The Committee may invite other persons to attend meetings in order to provide specialist information and technical advice. Such persons shall not have a vote but shall be entitled to speak.

The quorum for meetings of the Committee shall be 4.

The Director of Governance and Legal or a College employee, agreed by the Corporation, shall act as Clerk to the Committee.

Frequency of meetings: The Committee will meet at least once each term.

Terms of Reference:

1. To annually review and recommend to the Corporation the Curriculum Strategy and to review the curriculum offer and monitor its delivery so that the curriculum:
 - a. reflects the college's strategic plan and accountability agreement statements;
 - b. meets the needs of the community, employers and other stakeholders, particularly those expressed in the LSIP; and
 - c. provides a good student experience and offers appropriate progression opportunities for learners.
2. To review annually, and recommend to the Corporation, the Teaching, Learning and Assessment (TLA) strategy and Teaching and Learning Policy and monitor their delivery.
3. To undertake on-going monitoring of the quality of TLA through consideration of the appropriate internal and external indicators and data and to report to the Corporation accordingly.*
4. To be assured that appropriate action is taken when TLA is not satisfactory and monitor the outcomes of any action.
5. To monitor the quality of the student experience, and to ensure that full account is taken of the student voice. **
6. To monitor the quality of the residential provision and ensure action is taken when necessary to ensure the quality of the student experience and to meet National Minimum Standards.
7. To ensure that the annual self-assessment review (SAR) process is robust and thorough and that the outcomes of the process and any proposed actions are appropriate and advise the Corporation accordingly.
8. To monitor the implementation and effectiveness of any actions from the annual SAR process during the following year.
9. To annually review and contribute to the development of the Accountability Agreement statements related to education performance standards, quality assurance and the welfare of students.
10. To monitor the quality of the Higher Education (HE) provision against the requirements of the Office for Students (OfS) and any validation university, ensuring appropriate action is taken if necessary.
11. To monitor the quality of the Teacher Training provision against Ofsted standards ensuring that appropriate action is taken if necessary.
12. To monitor the nature and quality of the college's SEND provision and the support provided to students with disabilities, ensuring that appropriate action is taken if necessary.
13. To keep up to date on national policy developments related to the curriculum, TLA and the student experience and consider the implications for the college provision.

14. To monitor the nature and quality of the College's residential and Information, Advice and Guidance (IAG) provision, to include safeguarding, Prevent and Ofsted requirements, ensuring appropriate action is taken if necessary.
15. To monitor and advise on any collaborative arrangements and/or third party agreements in place for the delivery of the curriculum.
16. To monitor and review any strategic risks that have been allocated and relate to the responsibilities of the Committee. To identify strategic risks as and when they arise. To advise the Corporation and/or Audit and Risk Committee accordingly.
17. To report to the Corporation any concerns about the curriculum, its delivery and quality that arise during the committee's activity.
18. To annually review the effectiveness of the committee in meeting its Terms of Reference.

*These include but are not limited to the output of Quality Review Opportunities, data on recruitment, attendance, retention and achievement, and external sources including Awarding Organisation reports and national benchmarking data

** These include but are not limited to the outcomes of student satisfaction surveys, where possible benchmarked against national data, student forums, complaints, input from the Students' Union President and Student Governors.

Reporting to: Corporation Board

Approved by the Board: 3 October 2012, 9 July 2019, 13 December 2022, 2 July 2024, 1 July 2025

Amended: 8 July 2014, 7 October 2014, 22 March 2016, October 2017, July 2018, 25 June 2019, October 2019, 23 March 2021, 29 November 2022, 11 June 2024, 17 June 2025