

CITY COLLEGE NORWICH

CURRICULUM & STANDARDS COMMITTEE: TERMS OF REFERENCE

Purpose: To oversee and advise the Corporation on the College Curriculum and Standards matters.

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 3.

The Director of Governance and Legal or the Administrator 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:

Curriculum Matters

1. To annually review and recommend to the Board the curriculum strategy and to review the curriculum offer and monitor its delivery so that the curriculum:
 - a. reflects the college's strategic framework and objectives
 - b. meets needs of the community, employers and other stakeholders, particularly as expressed in the LSIP and Ofsted
 - c. provides progression for learners
2. To review annually, and recommend to the Board, the Teaching, Learning and Assessment (TLA) strategy and Teaching and Learning policy and monitor their delivery.
3. To monitor the quality of TLA through consideration of the appropriate indicators and data and to ensure that appropriate action is taken when TLA is not satisfactory.
4. To monitor the quality of the student experience, including Safeguarding and IAG, and to ensure that full account is taken of the Student Voice. **
5. To monitor the quality of the residential provision and ensure action is taken when necessary to ensure the quality of the student experience.
6. To ensure that the annual self-assessment process for submission to Ofsted is robust and to consider the outcomes of the process, including any proposed actions, and advise the Board accordingly.
7. To be aware of and consider the extent to which the college is meeting the requirements of external bodies that relate to the curriculum such as the OfS, and Ofsted.
8. To be aware of national policy developments, including developments in TLA practice, and the implications for the curriculum.

9. To monitor and advise on any collaborative arrangements and/or third party agreements in place for the delivery of the curriculum.
10. To identify, monitor and advise the Board and/or Audit Committee on any risks related to the curriculum and the quality of its delivery.
11. 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 student governors.

Reporting to: Corporation Board

Approved by the Board 3 October 2012, 9 July 2019, 13 December 2022

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