

## **CITY COLLEGE NORWICH**

### **CURRICULUM & STANDARDS COMMITTEE: TERMS OF REFERENCE**

- Purpose:** Oversee the College Curriculum and Standards matters.
- Chair:** The Chair of the Committee will be appointed by the Corporation.
- Membership:** The Committee shall comprise 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 Clerk of the Corporation or the Asst to the Co Secretary or any person agreed by the committee 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 consider and advise the Board on the educational character of the College with particular attention to the College's mission and strategic priorities and undertake a periodic review.
2. To annually review the College's Teaching and Learning Policy, and to recommend to the Corporation and to advise on its implementation.
3. To advise the board on the curriculum balance within the College and to monitor this on an annual basis through the College's strategic planning processes.
4. To consider the implication of national policy/guidance which may be issued from time to time and advise the Board as appropriate.
5. On the basis of (1), (2) and (3) above, to consider and review the work of
  - (i) each curriculum/programme area
  - (ii) student support
  - (iii) learning support

##### **Standards Matters**

1. To approve the Quality Improvement Policy and its implementation.
2. To recommend to the Board performance targets including retention and achievement targets and to monitor outcomes.
3. To review the College self-assessment reports and make recommendations on the College action plan.
4. To probe and advise upon the rigour, completeness and consistency of the self-assessment reports, associated processes and the supporting evidence base.
5. To consider the outcomes of surveys of customer satisfaction and resulting proposals for action, and to consider matters referred from the Board to the committee regarding complaints on the curriculum.
6. To consider the implications of national policy/guidance which may be issued from time to time and advise the Board as appropriate.

7. To monitor the output of the Quality Review Opportunities and to make recommendations as necessary.
8. Consider reports and action plans relating to:
  - the continuous improvement of the student academic experience and of student outcomes
  - the reliability of degree standardsin order to make recommendations in relation to the submission of annual assurances to Office for Students.
9. To monitor and oversee collaborative arrangements between the College and third parties of the College.
10. To monitor, advise on and recommend to the Corporation matters relating to students at the College, and to advise the Board as appropriate.
11. To monitor, review and oversee the operation of the Norfolk Teacher Training Centre, including arrangements and procedures for financial and quality control, quality assurance and all matters relating to the recommendation for the award of QTS.
12. To annually review the effectiveness of the committee.

**Reporting to:** Corporation Board

Approved by the Board 3 October 2012

Amended 8 July 2014, 7 October 2014, 22 March 2016, October 2017, July 2018