



SEEVIC COLLEGE CORPORATION

TERMS OF REFERENCE FOR THE STANDARDS COMMITTEE

1. Introduction. The authority for these TORs is contained in the:

- a. The Further Education Corporations (Former Further Education Colleges) (Replacement of Instruments and Articles of Government) Order 2007;
- b. Corporation Standing Orders.

The Corporation has authorised the Standards Committee to complete and/or advise on general standards and other matters. These delegated powers (Para 5) do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

2. Meetings

- a. Frequency. The Committee shall meet as required but normally not less than once a term unless the Chair in consultation with the Clerk agrees that there is insufficient business; the Clerk will record such action.
- b. Extraordinary Meetings. The Clerk when instructed only by the Chair, or in his absence, by the Vice or acting Chair, shall call extraordinary meetings of the Committee. 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.

3. Chair, Membership and Quorum

- a. Chair and Vice Chair. The Chair and Vice-Chair (if required) of the Standards Committee shall be elected by the Committee at the first meeting of each academic year. If the Chair, or Vice-Chair, is absent then the meeting shall nominate a Chair for that meeting.
- b. Membership. The Committee shall comprise:
 - (i) up to 8 corporation members, including at least 1 staff and the student members, nominated by the Corporation and confirmed every year at the first meeting of the academic year; members are eligible for re-election. One member should have relevant education, training and quality assurance expertise.

In attendance:

- (ii) the Deputy Principal Curriculum & Quality
- (iii) the Vice Principal
- (iv) the Assistant Principal Head of 6th Form

- (v) the Assistant Principal Quality Improvement
- (vi) the Clerk to the Corporation

- c. Quorum. The Committee shall be quorate with 3 members. (but see Corporation SO 15)
- 4. Agendas for Meetings. The Agenda shall be agreed between the DP (Curr & Qual) , the Chair of the Committee and the Clerk.
- 5. Delegation of Authority. The Corporation has delegated the Standards Committee to:
 - a. monitor Standards of educational provision;
 - b. consider effectiveness of the quality assurance systems; and
 - c. receive and monitor reports and action plans regarding:
 - (i) student achievement;
 - (ii) retention and achievement targets;
 - (iii) student destinations;
 - (iv) staff development;
 - (v) safeguarding procedures; and
 - (vi) individual student achievements (including out of college)
 - (vii) student celebrations
 - d. to review annually and recommend necessary changes to:
 - (i) corporation Policies;
 - (ii) the Charter;
 - (iii) the Disability Statement;
 - e. monitor self-assessment reports, including the curriculum element of the annual college SAR report.

It was also agreed to recommend that the committee should be empowered to request independent specialist advice if necessary and this would appropriately be covered in the Corporation Standing Orders.

R Kirkham
Chair
Date: 14 July 2015

Revised November 2014