



Portsmouth College Corporation

Terms of Reference for the Curriculum and Student Committee

Date of Policy:	July 2018
Policy Review Date:	July 2019
Route for Approval:	Governors' C&S Committee, Full Board
Review Cycle:	Annual Review
Date of Approval:	4 July 2018

1. Membership

- 1.1. The Committee shall comprise of the Principal, the Student Governors and a minimum of 4 additional governors appointed by the Corporation. The Committee members will be appointed by the Corporation, on the recommendation of the Search Committee, in consultation with the Chair of the Curriculum and Student Committee.
- 1.1. The Committee shall select a Chair from the eligible Members and recommend the appointment to the Corporation for approval.
- 1.2. Only members of the committee have the right to attend committee meetings. However, other individuals may be invited to attend for all or part of any meeting, as and when appropriate and necessary.
- 1.3. The Clerk to the Corporation shall act as Clerk to the Committee.

2. Quorum

- 2.1. The quorum for meetings of the Committee shall be three Governors.

3. Frequency of Meetings

- 3.1. The Committee shall meet at least once a term and otherwise as required.

4. Notice of Meetings

- 4.1. Meetings of the committee shall be called by the Clerk to the Committee at the request of the committee chairman.
- 4.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend, no later than seven days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

5. Minutes of Meetings

- 5.1. The Clerk to the Committee shall minute the proceedings and decisions of all committee meetings, including the names of those present and in attendance.
- 5.2. Draft minutes of committee meetings shall be circulated promptly to all members of the committee. Once approved, minutes should be circulated to all other members of the board unless it would be inappropriate to do so.

6. Duties

- 6.1. College Mission and Strategy
 - a. To ensure that the strategic plan provides appropriate direction in relation to the curriculum, students and learning, and is responsive to identified learning needs for individuals, business and the community.
 - b. To ensure the College's curriculum is delivered in accordance with the strategic plan.

- c. To monitor the College's performance in relation to delivery of the curriculum.

6.2. Setting Objectives and Targets

- a. To advise on the process by which the College sets targets for student recruitment, retention and achievement, and to propose to the Corporation appropriate targets and performance indicators, and monitoring outcomes in relation to these.
- b. To review and monitor student performance (as reported externally and internally) through recruitment, retention and achievement.
- c. To monitor student performance including achievement and progress data.
- d. To monitor the College's performance in terms of narrowing the gap for all vulnerable groups, including higher needs and higher ability.
- e. To review benchmarking data on the performance of the College's educational provision and agree appropriate strategies to address issues arising from this.

6.3. Quality Management

- a. To review annually the College's quality strategy and make formal recommendations on this to the full Corporation.
- b. To advise on and monitor the quality assurance system and the priorities that should be addressed through quality assurance systems, and make recommendations to the Corporation.
- c. To receive and consider self-assessment and inspection reports, to recommend these to the Corporation for approval, and to monitor any action plans arising from them.
- d. To review and monitor the quality of the learner experience, including pastoral care.
- e. To monitor the quality of teaching, learning and assessment.
- f. To review, on an annual basis, arrangements available for students with learning difficulties or disabilities, and recommend any revisions to the Corporation.
- g. To review the analysis of student, employer and parental survey on perception of College and draw the attention of the Corporation to matters of concern.
- h. To receive and monitor, on an annual basis, information in relation to complaints and compliments and feedback from stakeholders draw any trends to the attention of the Corporation as necessary.
- i. To monitor student voice and suspensions and exclusions data.
- j. To monitor the delivery of spiritual, moral, social and cultural (SMSC) development and review the provision for collective worship and sex education.

6.4. Curriculum and Quality Related Issues

- d. To advise the Corporation on Equality & Diversity requirements as they relate to student and curriculum issues and to monitor the College's Equality & Diversity arrangements in relation to students and curriculum.
- e. To advise the Corporation on Safeguarding issues, including statutory duties in relation to Safeguarding and the Board's PREVENT duties.
- f. To provide a panel of members to take part in student disciplinary processes, as set out in the College procedures, if required.
- g. To consider college policies on all student matters, including those where financial amounts are included, for recommendation to the Corporation as necessary.
- h. The Committee shall monitor, at each meeting, any relevant significant items from the College Risk Register, as requested by the Audit Committee.
- i. To engage in opportunities to see the College at work and engage with students and staff through regular learning walks, inset, strategic briefings and attendance at student events.

Annual Schedule of Business

AUTUMN TERM
Election of Chair
Strategic updates including update on enrolments and governor targets for current year
Student achievement and outcomes in previous year include update on progress and narrowing the gap. (particular focus on high ability, gender, higher needs)
Teaching, learning and assessment report for previous year
Curriculum self-assessment and review
Review support for staff for increasing high grades
Monitor student retention and attendance
Initial curriculum planning
Monitor suspensions and exclusions
Student union report
Safeguarding update including update on trips and activities
Pastoral report including mental health update
Employer engagement report
Policies for review/approval
Review of relevant risks
SPRING TERM
Strategic updates including update on applications and governor targets for current year
Review progress towards actions identified in most recent Ofsted report
Receive outcome forecasts
Review benchmarking data for previous year
Teaching, learning and assessment report
Review impact of strategies to improve outcomes
Monitor student retention and attendance
Student achievement and outcomes - include update on progress and narrowing the gap. (particular focus on high ability, gender, higher needs)

Curriculum planning for next academic year
Destinations data report
Student union report
Safeguarding report including review of safeguarding policy and update on trips and activities
Monitor suspensions and exclusions
Policies for review/approval
Review of relevant risks
SUMMER TERM
Review terms of reference
Strategic updates including update on applications and governor targets for current year
Student achievement and outcomes - include update on progress and narrowing the gap. (particular focus on high ability, gender, higher needs)
Predicted success rate for exams including value added forecast (ALPs) for all vulnerable groups
Monitor student retention and attendance
Update on study programmes
Curriculum planning
Equality and diversity report in relation to students
Review arrangements available for students with learning difficulties or disabilities
Student union report
Safeguarding report including update on trips and activities
Review complaints and compliments
Policies for review/approval including bursary policies and admissions.
Review of relevant risks