



**ST MARY'S COLLEGE**  
**QUALITY ASSURANCE COMMITTEE**  
**TERMS OF REFERENCE**

**1. COMPOSITION**

The Quality Assurance Committee shall comprise at least four persons and no more than six, of whom one shall be the Principal.

Non-governor members of the Senior Management Team may attend, and the Committee may request the attendance of such college staff or others who may assist in its work.

The membership may include associate members, whose skills strengthen and are complementary to those of the Committee. Any such appointees will serve for a two year term of office which is renewable by the Board of Governors on the recommendation of the Board Membership Advisory Committee.

Any Governor not a member may attend in a non-voting capacity.

The Clerk to the Board of Governors will act as Clerk to the Committee.

**2. OVERALL PURPOSE**

To promote the academic performance of the College through effective planning, target-setting and monitoring and advising the Board of Governors on the College's Strategic Plan and Performance Indicators.

**3. KEY TASKS.**

- a) Monitoring the College's performance against the vision, mission and strategic objectives.
- b) Review and, as necessary, recommend revision of the College's Strategic Plan to the full Board of Governors.
- c) Consideration of proposals for changes to the College's Quality Assurance and Self-Assessment systems and consideration of regular reports on academic performance including the Self-Assessment Report.
- d) Provision of advice to the Board on actions and targets necessary to raise standards and widening participation within 16-19 and 19+ provision.
- e) Review of College policies relevant to the curriculum, student services and equal opportunities.
- f) Monitoring of preparations for College Inspection and external reviews, including Ofsted and the OfS. This should include but is not limited to the review of Inspection Reports and monitoring of progress against action plans.
- g) To consider reports on external quality standards, such as Ofsted inspections, Office for Students quality assessments, the Teaching Excellence Framework and the Matrix Quality Standards.

- h) Promotion of the Board's understanding of curriculum issues and monitoring of effective liaison between Governors and College Departments.
- i) To consider the outcomes of learner feedback processes and to monitor the College's responsiveness.
- j) To review the quality of the College's Higher Education provision, including the curriculum, progress against key performance indicators and any relevant external validation processes.
- k) To receive an annual monitoring report on complaints and to approve the College's Complaints Policy.
- l) To consider any other matters relating to the quality and standards of the College's provision.
- m) To consider a termly report on safeguarding arrangements and to recommend for approval the College's Safeguarding Policy on at least an annual basis.
- n) To monitor the implementation of the College's Equality and Diversity Strategy.

#### **4. MEETINGS**

The Committee shall meet as often as necessary but not less than once per term.

#### **5. TERM OF OFFICE**

- a) Membership of the Committee shall last until the expiry of their term of office as a governor.
- b) A member may at any time, by notice to the Clerk to the Board of Governors, resign his or her membership.

#### **6. VACANCIES**

Upon the occurrence of a vacancy or expected vacancy amongst members it shall be for the Board of Governors to select and appoint a person to fill the vacancy.

#### **7. APPOINTMENT OF CHAIR AND VICE CHAIR**

- a) The Chair shall be appointed by the Committee at the first Committee meeting of the academic year. At the end of their term, they will be eligible for reappointment.
- b) The Chair may at any time, by notice to the Clerk to the Board of Governors resign this position.
- c) The Committee shall choose one of their number to act as Vice Chair.
- d) If the Chair is absent from any meeting of the Committee, the Vice Chair will assume the role. If the Vice Chair is also not available, those members present shall choose one of their number to act as Chairman for that meeting.

#### **8. QUORUM**

- a) Meetings of the Committee shall be quorate if three or more members are present.

- b) If the number of members assembled for a meeting of the Committee does not constitute a quorum, the meeting shall not be held and a new meeting date set
- c) If during a meeting of the quality committee, there ceases to be a quorum, the meeting shall be terminated at once

## **9. AUTHORITY**

- a) The Committee is authorised by the Board of Governors to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee of the College and all employees are directed to co-operate with any request made by the Committee.
- b) The Committee is authorised by the Board of Governors to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise, if it considers this necessary.

## **10. REPORTING PROCEDURE**

The Clerk to the Committee shall circulate minutes of the meetings of the Committee to Members of the Board of Governors and place them on the College website.

**To be reviewed annually by the Quality Assurance Committee**

**Approved by the Board of Governors of St Mary's College on 4<sup>th</sup> November 2020**

**Reviewed and Reapproved by the Committee 6<sup>th</sup> July 2021**