

DN COLLEGES GROUP

TERMS OF REFERENCE

CURRICULUM QUALITY AND PERFORMANCE COMMITTEE

1. Background and Purpose

- 1.1 The Curriculum Quality and Performance Committee (CQP) is formally established by the DN Colleges Group Board in line with the requirements of its Instrument and Articles of Government
- 1.2 Overall, the Curriculum Quality and Performance Committee's role shall be to advise the Corporation with regard to its key statutory functions, in particular:
 - approving the quality strategy of the institution
 - the determination and periodic review of the educational character and mission of the institution and the oversight of its activities; oversee and monitor the curriculum planning process in line with the educational character, mission and vision of DNCG.

2. Membership and Terms of Appointment

- 2.1 The membership of the Curriculum Quality and Performance Committee shall be up to 11 members appointed by the Corporation.
- 2.2 Members shall normally serve for a period of two years and, subject to consideration by the Search and Governance Committee, shall be eligible for reappointment by the Corporation.
- 2.3 The Curriculum Quality and Performance Committee should include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively.
- 2.4 The Clerk to the Corporation (or a nominee) shall act as clerk for all meetings.
- 2.5 Members of the Senior Leadership Team (SLT) shall attend meetings as appropriate.
- 2.6 Other members of the DN Colleges Group Board and appropriate staff may attend meetings by arrangement or agreement with the Clerk to the Corporation and the Chair of the CQP Committee.

3. Election of Chair and Vice Chair

- 3.1 The Chair of the Committee shall be elected for a two-year term;
- 3.2 The Vice Chair of the Committee shall be elected for a two-year term;
- 3.3 Only External Governor Members (i.e. not-Staff or Student governors) are eligible for

appointment as Chair and Vice Chair;

3.4 The Chief Executive is not eligible for appointment as Chair or Vice-Chair.

4. Frequency and Conduct of Meetings

4.1 Meetings will be held once each term, scheduled annually in advance, to align with timely reporting to meetings of the DN Colleges Group;

4.2 Meetings will be conducted in accordance with the Instrument and Articles of Government, Corporation Standing Orders and the Committee's Terms of Reference.

5. Quorum

5.1 The Quorum for meetings of the CQP will be 40% of committee membership, at least three of which should be External Governors (not Staff and not Student Members);

5.2 To avoid a meeting being cancelled due to quoracy issues, other Corporation Board members can be called to attend a meeting at short notice.

6. Responsibilities of the Curriculum Quality & Performance Committee

6.1 The CQP Committee has the following functions:

- To consider and contribute to planning associated with major strategic curriculum issues
- Provide assurance to the board that the curriculum offer is responding to and meeting the needs of students, apprentices and other key stakeholders at local and regional level
- Monitor the quality of the Student Learning experience
- To consider the use of Quality and Performance issues in decision making and direct strategic action planning towards improvement in order to establish a link between the CQP Committee and the quality assurance work within the DN Colleges Group
- To consider appropriateness of College targets set in relation to both college and sector benchmarking data and recommend approval
- To monitor performance against national and internal benchmarks, particularly retention and achievement
- To monitor a wide range of performance indicators against national benchmarking data and Group targets, particularly noting enrolment, retention and achievement for FE, Apprenticeships and Commercial Provision
- To monitor trends at College and course level

- To recommend strategies for the Board's commitment, pursuit and celebration of success through the Group
- To review the activity of the Corporation in its role of communicating the importance of raising standards
- To consider the College's annual self-assessment report (SAR)
- To monitor and review the actions assigned to the Committee in the Governance QIP
- To report to the Corporation on a regular basis
- To consider quality assurance policies and the quality strategy and recommend for Board approval

7. Risk Management

- 7.1. The Risks on the Corporation Risk Register which are pertinent to the CQP Committee to be considered at each meeting, with particular regard to the assurances available to the Committee that the controls in place to manage those risks are operating as intended, or action is in hand to reduce the risk exposure to a level more in line with the Corporation's agreed risk appetite.

NB: Assurance may be received directly, or via the work of the Audit and Risk Committee.

8. Powers

- 8.1 The Curriculum, Quality and Performance Committee shall have the powers shown in the table at **Annex A**, as set out within the Scheme of Delegation.

9. Reporting to the DN Colleges Group Board

- 9.1 Draft minutes of Curriculum, Quality and Performance Committee meetings (agreed by the Chair) shall be submitted for information to the subsequent meeting of the DN Colleges Group Board.
- 9.2 Any items recommended by the Committee for approval, shall be the subject of a report to the Board.

SUMMARY OF THE COMMITTEE'S RESPONSIBILITIES

STRATEGY / POLICY / PROCEDURE	APPROVED BY THE COMMITTEE	REVIEW AND / OR RECOMMEND TO THE BOARD FOR APPROVAL
Complaints, suggestions and compliments report	✓	
Student attendance, retention and withdrawals report	✓	
Achievement and success rates reports	✓	
Student recruitment and retention reports	✓	
Self-Assessment Report (SAR)		✓
Committee Terms of Reference and annual cycle of business		✓
Quality Strategy and supporting policies		✓