Chelmsford College

QUALITY AND LEARNERS' COMMITTEE TERMS OF REFERENCE

2026-7

OBJECTIVES AND REMIT

To monitor all College educational activities, including Apprenticeships and Higher Education programmes

To monitor the learner's teaching and learning experience, their rates of improvement and their achievements while at and on leaving the College

To monitor and analyse the trends in the Student Body satisfaction ratings

To challenge the College Senior Leaders where necessary, to bring about improvement in the College performance

To consider the determination of the quality strategy for the College (as required by Article 3(1)(b) of the Articles of Government

To request and review appropriate quantitative and qualitative data for the College's whole provision including verifiable auditable outcomes of all curriculum areas

MEMBERSHIP

The Committee will have a minimum of six members.

The Committee may also have up to two co-opted members.

TERMS OF OFFICE

Terms of office of the members shall be contiguous with their membership of the Board however the membership of committees is reviewed by the Search, Governance, and Remuneration Committee and members may be asked to move to another committee should this serve the Board more appropriately.

APPOINTMENT OF COMMITTEE CHAIR

Appointment of the Chair is by the Corporation for a period of four years

1. If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting.

2.Terms of office for the Chair will reflect their Terms of Office as a Governor, unless stipulated otherwise or they resign from the role.

3. A vacancy which arises during the period of office of the Committee will be filled by the co-option of an independent member of the Corporation by the Chair of the Search and Governance Committee.

QUORUM

Quorum will be 40% of the members to include co-opted members. At least two of whom must be independent members.

CLERKING

All meetings will be clerked by the Director of Governance. In their absence, the Committee will appoint a Clerk.

FREQUENCY OF MEETINGS

Meetings will take place at least three times per academic year.

ATTENDANCE AT MEETINGS

The Deputy Principal Curriculum Quality shall attend and speak at meeting of the Committee (they will have no voting rights).

Other Corporation members shall have the right of attendance and where approved by the Committee participation, but not to vote

Senior managers shall attend and speak at meeting of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee where business relevant to them is being discussed or where their attendance has been requested by the Committee (they will have no voting rights).

MINUTES

The draft minutes of each meetings shall be approved by the Committee chair and presented as such to the Corporation for recommendations and information.

REPORTING PROCEDURES

The Chair of the Committee shall present a summary report of the Committee's agenda at the subsequent Board meeting and the minutes of the meeting will be circulated to the Board.

PURPOSE OF COMMITTEE

- To determine and recommend the Quality Strategy (KPIS and quality improvement plan)for the College to the Board for their approval
- To scrutinise and recommend approval of the College Annual Self-Assessment Report and College Improvement Plan to the Board
- To regularly review and monitor the College performance in line with the targets set in the College strategic Plans and Quality Improvement plans (where relevant, these should be in line with National Averages)
- To raise the quality of teaching and learning for all students at the College
- To advise the Board and other Committees on matters concerning the quality and effectiveness of the curriculum (14-16, 16-19 and 19+) The 19+ provision includes apprenticeships, employer responsiveness, Higher Education and any international provision
- To regularly review, analyse and monitor student attendance, retention and success rates
- To consider proposals and advise the Board and other committees on major structural changes to the curriculum offer and the resourcing implications for its delivery, e.g. staffing and physical requirements
  - 'to receive, interrogate and support development of Safeguarding reports and activity'.
  - 'to receive and discuss the annual compliments and complaints report and to scrutinise the causes and College's response to them'
- To request and receive presentations from relevant managers or staff on curriculum delivery and developments for all sites of the College
- To consider and advise on matters which may be referred by the Board to the Committee
- To establish and monitor a mechanism for Governor engagement in which the Board Members have active involvement with key areas of the College, to inform their strategic approach to the quality of the College's activities
- To provide effective support and challenge to the College's Senior Leaders, Managers, Staff and Students

Approved: Full Board 26 June 2026