



EDUCATION COMMITTEE

TERMS OF REFERENCE

In carrying out its responsibilities set out below, the committee will have proper regard to health & safety, the safeguarding of all learners, Prevent and promoting equality and respecting the diversity of the college community.

Membership: 5 Members - to include a member with educational knowledge/expertise, the student governor and may include an external co-opted specialist.

Quorum: The greater of three members need to be present for a decision to be valid.

Chair: To be appointed by the Board of the Corporation from amongst the Board Members through the recommendation of the Board Membership Committee. The tenure of the Chair of the Audit Committee will be for a minimum of three years.

Clerking arrangements: Clerk to the Board. All papers or presentations are to be received 7 days in advance of any meeting.

Meetings: Two meetings in the Autumn term followed by a termly meeting, however ad hoc meetings can be called if required.

Status: Voluntary Committee.

Powers: **Authority to approve** designated college policy documents with the exception of the safeguarding policy.

Advisory to the Board in other regards, to consider any matters within its set remit or as may be specifically delegated by the Board from time to time.

Reporting arrangements: The minutes of each meeting (approved or draft) will form part of the next available Board agenda.

Review by the Board: The committee, including its terms of reference, will be reviewed and evaluated annually in relation to performance against the scheme's objectives, this to include the date of the last review.

Purpose: To monitor and evaluate all aspects of teaching and learning across 16-19 and 19+ provision to ensure consistency of approach, assessment, and standards.

Through this, to ensure the leadership team are held to account for the effective delivery of Ada's unique approach to teaching and learning and all student's academic progress and performance.

Remit:

1. Scrutinise standards of teaching, learning and assessment
2. Monitor targets and college performance outcomes in relevant areas, including student achievement, retention, attendance, progression, value added, and destinations, utilising benchmark information where available
3. Monitor and evaluate the College's quality systems

4. Review any external inspection reports (except those falling under the remit of the Audit Committee) and monitor and evaluate progress against resulting action plans
5. Receive and commission reports on strategic curriculum issues and monitor and evaluate curriculum and learning support development
6. Monitor and evaluate attainment and retention of any relevant quality standards adopted by the College
7. Monitor and evaluate surveys of students' and employers' opinions, also arrangements for the encouragement of, and responding to, the 'learner voice'
8. Monitor the College's safeguarding, Prevent and Equality & Diversity arrangements
9. Review all relevant policies and procedures as appropriate, approve those on an assigned list and recommend revisions to the Board for others as needed. The list of policies assigned to this Committee for review is:
 - a) To review and recommend annually to the Board for approval:
 - Safeguarding Policy (including Prevent)
 - b) To review and recommend every three years to the Board for approval:

Sixth Form and Apprenticeships:

 - Sixth Form Admissions Policy
 - Behaviour and Disciplinary (now incorporated attendance and punctuality)
 - Teaching, Learning and Assessment Policy (Sixth Form & Apprenticeships)
 - Examination Policy
 - Sixth Form Complaints Procedure
 - Apprenticeship Complaints Policy
 - 16-19 Bursary Policy
 - Equality & Diversity Policy

Higher Education:

 - Complaints and Appeals Policies
 - Assessment Policy
 - Recognition of Prior Learning Policy
 - Degree Apprenticeships Admissions Policy & Procedure
 - c) All other policies relating to students both sixth form and apprentices to be reviewed at least every three years unless there is a change in legislation and to be approved by this committee.
10. Receive an annual report on staff training and development
11. Within the context of strategic priorities approved by the Board, to implement and review the annual work plan for the Committee which focuses on the identification, monitoring and review of annual targets and performance measures
12. Review and recommend to the Board the approval of the College's Self-Assessment Report
13. Review the Continuous Improvement Plan (CIP)