

WQE & Regent College Group

STUDENT EXPERIENCES, CURRICULUM & OUTCOMES COMMITTEE

APPROVED TERMS OF REFERENCE 2025

1. The Committee's role is to:

- 1.1 act as an advisory Committee of the Corporation
- 1.2 consider the implementation and effectiveness of these strategies through its oversight: Curriculum and Skills Strategy, Digital Strategy, Quality Strategy, Teaching & Learning Strategy and Young Professionals Strategy
- 1.3 report to the Corporation on the adequacy and effectiveness of the College's systems of quality assessment and assurance
- 1.4 report to the Corporation on the appropriateness of the curriculum in meeting local, regional and national skills needs.
- 1.5 report to the Corporation on stakeholder feedback and implications for delivery of the curriculum
- 1.6 report to the Corporation on the quality of the student experience including student successes, levels of achievement and engagement
- 1.7 consider the adequacy and effectiveness of the College's student support mechanisms
- 1.8 consider the development of the Student Voice
- 1.9 consider relevant policies and procedures that require Corporation approval and, where agreed, recommend them for approval to the Corporation.

Relevant reference materials for the Committee can be found in Appendix A.

2. The Committee's responsibilities are to:

- 2.1 consider the implementation and effectiveness of the Teaching and Learning Strategy, including monitoring of the standards achieved by students, including value added, in-year progress, attendance and retention, and outcomes – for the College overall and for groups of students, including vulnerable groups
- 2.2 flag up to the Corporation any substantive matters relating to teaching and learning which may impact on the People Strategy
- 2.3 consider the implementation and effectiveness of the Curriculum and Skills Strategy on teaching and learning and the student experience, including reviewing the curriculum offer
- 2.4 consider the implementation and effectiveness of the Young Professionals Strategy including monitoring of work experience and student destinations
- 2.5 consider the implementation and effectiveness of the Digital Strategy on teaching and learning and preparing young professionals for working life

- 2.6 consider the implementation and effectiveness of the Quality Strategy, including review of the College Self-Assessment Report (SAR), and monitoring progress of the Quality Improvement Plan
- 2.7 monitor the impact of the Student Voice by monitoring reports from the Student Executive and student survey responses
- 2.8 monitor the adequacy and reach of student support structures and services and impacts on student health, wellbeing and access to the curriculum

3. Membership

- 3.1 The Committee shall comprise a minimum of four Governors. The Committee must include individuals with an appropriate mix of skills and experience to allow the committee to discharge its duties effectively
- 3.2 Membership of the Committee is open to External, Parent, Staff and Student Governors
- 3.3 The quorum will be 3 and at least two of those present must be either External Governors or Co-opted Members
- 3.4 The Committee may co-opt up to three people whose expertise may be of assistance to the Committee. Co-option may be for two years, but will be reviewed on an annual basis
- 3.5 The Chair shall be proposed by Governors of the Committee to the Corporation at the summer meeting, preceding the commencement of a new academic year
- 3.6 Co-opted Members may not be elected as Chair
- 3.7 In the absence of the Chair from any meeting, a Chair shall be chosen by those present to conduct that meeting. The following members may not perform this function – the Principal and Staff and Student Governors
- 3.8 A member who ceases to be a member of the Corporation for whatever reason will automatically cease to be a member of this Committee, unless the Corporation has approved their nomination to join the Committee as a Co-opted Member
- 3.9 Agendas for the meetings shall be distributed 7 days ahead of a meeting
- 3.10 The Committee should meet at least three times a year. The Committee may meet more often, if necessary to meet its responsibilities. Any variation to the meeting pattern is subject to discussion and approval of the Corporation
- 3.11 Outside of the standard meeting pattern, the Committee Chair and its members retain oversight for the matters outlined within the terms of reference and the annual Business Plan and agree to convene the Committee at short notice for substantive matters which require urgent scrutiny, should the Corporation so authorise.

4. Behaviours

- 4.1 The Committee will be most effective when it includes members who are prepared to support, challenge, and warn Governors, and ask the right questions at the right time

- 4.2** In planning for a Committee meeting, the Chair especially should be very clear as to why a matter is on the agenda, what the executive management's insights and recommendations are and what decisions the Committee is being asked to make
- 4.3** The Committee members, through the Chair, should make clear their expectations in terms of the information to be included in the meeting pack
- 4.4** The Committee has a right to scrutinise any activity within its terms of reference, which may involve engaging a third party to assist
- 4.5** The Committee has the right to access all the information and explanations it considers necessary, from whatever source, to fulfil its remit
- 4.6** The Committee has a responsibility for the Corporation, in appointing members, to maintain the Committee's independence and objectivity. The Committee shall support the Corporation proactively with succession planning for External Governors
- 4.7** The Committee commits to ongoing CPD in order to ensure it maintains a sufficient level of competence and awareness to fulfil its collective duties ongoing
- 4.8** The Committee must not adopt an executive role.

Appendix A

Important reference documents for the Student Experiences, Curriculum & Outcomes Committee

The Strategic Plan and directly related strategies including:

- Quality Improvement Statement and Strategy
- Curriculum and Skills (including preparing young professionals) Strategy
- Teaching and Learning Strategy
- Digital Strategy
- Sports, Culture and Arts Strategy

The Strategic Plan and other College strategies to note from time to time:

- The College's 5-Year Financial Plan
- Estates Strategy
- People Strategy
- Sustainability Strategy
- Widening reach and student recruitment Strategy

Quality development and assurance:

- College's Self-Assessment Review (SAR)
- College's Quality Improvement Plan (QIP)
- Ofsted report- April 2024: <https://files.ofsted.gov.uk/v1/file/50249251>
- Ofsted [Further education and skills inspection handbook - GOV.UK](#)

Local skills agenda:

- [ESFA education and skills agreements and accountability agreements: 2024 to 2025 - GOV.UK](#)
- College Accountability Statement 2024-25

Careers Education, Information and Guidance:

[Gatsby Good Career Guidance: The Next 10 Years](#)

Governance:

[FE and Sixth Form College Corporations: Governance Guide](#)

[AoC Code of Good Governance](#)

For the Committee to also note:

[The scope of work of audit committees and internal auditors in college corporations - GOV.UK](#)

College Risk Register and significant risks action plan