

Writtle College Board of Governors - FE ACADEMIC QUALITY COMMITTEE

Terms of Reference

Key Function

To provide assurances to the Board regarding the maintenance and enhancement of the quality of education with respect to Ofsted and ESFA requirements, as well as the effective delivery of educational services within Writtle College.

Constitution

Governor Members

Up to three governor members

Principal

At least two such governor members shall have recent and relevant experience in academic quality, ideally with good understanding of Ofsted requirements.

The Committee shall have the power to co-opt up to two persons with particular expertise as necessary.

In attendance

The ARU Academic Registrar, or representative, will attend all meetings as an ex officio member of the Committee.

Representatives of Writtle College (for example Heads of FE subject areas) and ARU academic leadership team and relevant ARU Heads of Professional Services shall normally attend meetings. These heads of service may also be members of the ARU Academic Standards and Quality Committee of Senate.

Representatives from other areas of the University and College to be invited to attend for consultation as the agenda dictates.

Meetings Frequency

Meetings shall normally be held three times per year with the ability to hold a fourth meeting, as well as pre-meetings for members if required.

Terms of Reference

1. To challenge and hold the Principal and senior academic staff of Writtle College to account for the enhancement of the quality of learning and the effectiveness of performance management systems.
2. To enhance the quality of education by setting targets and agreeing key performance indicators and by other measures which the Committee determines, such as benchmarks each year for:
 - Student outcomes and performance.
 - Distance travelled.
 - Student progression.
 - Teaching and learning
 - Student employment and progression
3. To scrutinise the performance of different groups of learners and to ensure equality of outcomes for all groups.
4. To undertake critical engagement through monitoring the performance of the College as shown in the annual FE Self-Assessment Report, and the action taken in response to the resultant Quality Improvement Plan (QIP) therein or any post-inspection report and action plans, and to recommend for approval by the FE Board of Governors.
5. To consider and advise the FE Board on strategies for enhancing the quality of education, including innovative teaching methods, faculty development, and student engagement, as well as to review academic feedback and student evaluations.
6. To monitor the effectiveness of academic programmes and initiatives within ARU's group structure and partnerships.
7. To keep under review the effectiveness of academic governance arrangements and advise the FE Board on the appropriateness such arrangements and plans to ensure educational quality.

8. To oversee key policies relating to academic quality assurance, and educational excellence, and to be notified of any action taken under those policies.
9. To receive any relevant reports from Ofsted, ESFA and other relevant organisations.
10. To investigate any matter within its terms of reference related to academic quality. In the conduct of such investigations, the Committee shall be authorised to seek any information it requires from any employee, and all employees shall be directed to co-operate with any request made by the Committee.
11. To monitor and advise the Board on the College's academic and educational compliance with regulatory requirements.
12. To oversee and approve arrangements for the submission of the institution's academic data returns or other reports as required by relevant educational bodies including Ofsted and ESFA.
13. To review the Committee's terms of reference annually and policies within the Committee's remit according to their review cycle.
14. To review the effectiveness of the committee on a regular basis.
15. In the event of the merger or dissolution of the institution, to ensure that the necessary actions are completed, including academic programme assessments and final reports on academic quality.

Quorum

The quorum for meetings of the Committee shall be three members of the Committee of whom one may be a co-opted member of the Committee.

Agenda and papers

The agenda and meeting papers will be sent to members at least 5 days prior to the meeting. Members should forward any items for inclusion on the agenda to the Clerk to the Committee.]

Reporting Procedures

The Committee will raise any significant issues to the FE Board and head of the institution as required, it will also provide an FE Academic Quality annual report to the FE Board outlining.

- academic quality assurance, and educational governance.
- progress against QIP or PSIP
- educational efficiency, effectiveness, and value for money.

The Committee will also maintain a collaborative connection with the ARU Senate's Higher Education Academic Standards & Quality Committee to strengthen the oversight of FE & HE quality, promoting curriculum cooperation, and progression opportunities.

Term of Office

The term of office of members will normally be three years unless determined otherwise by the Writtle College Board.

Chair

The Chair shall be appointed by the Board of Governors. In the absence of the Chair, another independent Governor will chair the meeting.

Clerk

The Clerk to the Board of Governors shall be the Clerk to the Committee.

Review of the terms of reference

The terms of reference may be amended, modified or replaced by resolution of the Board, subject to approval by ARU.

The terms of reference should be reviewed at least every 12 months by the Committee for the Board's approval.

Approved April 2024