

BOARD OF MANAGEMENT

LEARNING, TEACHING AND STUDENT EXPERIENCE COMMITTEE REMIT

Composition and Membership

The Board of Management will establish a Committee to the Board to be known as the Curriculum, Quality and Development Committee.

The Committee and its Chair will be appointed by the Board. The Committee will meet four times per year. There shall be no less than five members (this will include the Principal). A quorum shall be a minimum of three members of the Committee.

Committee membership should, preferably, comprise at least 50% of the membership as being non-executive members but all decisions must be taken with a non-executive majority of those present and voting. The Chairing Member of the Board is, ex officio, a member of the Committee and as such is considered to be a non-executive member as defined in Annex 1 of the Code of Governance.

As there will normally be at least two Executive Board Members serving on this Committee it is expressly provided that Student Members, Staff Members and Trade Union Members need not expressly declare an interest by virtue of that status and that a Declaration of Conflict of Interest need not require a conflicted member to withdraw if, at the discretion of the Committee Chair with the advice of the Governance Professional, the input of that member can usefully contribute to the proceedings. For the avoidance of doubt the test for a Conflict of Interest which would preclude participation in decision making and/or require withdrawal is as follows:

The objective test for determining a significant conflict of interest is whether or not a member of the public with knowledge of the relevant facts would reasonably regard the interests so significant that it is likely to prejudice decision making

All Board Members shall be routinely invited to attend all committee meetings as also may be, where appropriate, a representative of the equivalent Committee of a neighbouring college or colleges.

Purpose

The Curriculum Quality and Development Committee monitors the quality assurance and improvement of learning and teaching across the College. It also considers the College's marketing and commercial strategy and oversees its continuing progression.

It shall also be a requirement that this Committee consider at each meeting any strategic risk associated with the over-arching committee purpose and to ensure that all risks identified are duly entered on the Risk Register.

Alignment with Strategic Priorities

The Curriculum, Quality and Development Committee is aligned to the college's strategic priorities of:

- Successful Students
- Highest- Quality Education and Support
- Equalities – including both the protected characteristics as defined in the Equalities Act 2010, as it may be amended from time to time, and Equality of Opportunity for all irrespective of any adverse socio-economic factors

The role of this committee is to provide oversight and challenge regarding the progress the college is making against these priorities and in particular Equalities shall be a standing item on all Committee Agendas.

TERMS OF REFERENCE

These Terms of Reference ensure that the Curriculum, Quality and Development Committee has specified authority and resources to form an opinion and to make recommendations and report to the Board.

PROCEEDINGS

The Committee should meet four times per year. The Vice Principal responsible for Learning & Teaching and the Student Experience shall attend all meetings – as also may the senior staff responsible for Curriculum, Developing the Young Workforce, Marketing and Quality as specialist advisors.

DUTIES

The duties of the Committee shall include:

- Monitoring and advising on governance as it affects the terms of reference of the Committee.
- Being advised of, challenging and reviewing all quality and learning and teaching matters within the College.
- Being advised of, challenging and reviewing the self-evaluation process of the College and subsequent report.
- Being advised of, challenging and reviewing the College's curriculum portfolio to help ensure it is aligned with local, regional and national priorities.
- Being advised of, challenging and reviewing the College's performance indicators and considering recommendations for improvement.
- Advising on the development of, and reviewing and approving, the College's marketing plan.
- Receiving strategic updates on matters concerned with College marketing, including an update on key marketing activities.
- Being advised of Developing the Young Workforce (DYW) activity within the College and reviewing progress.
- Ensuring that wherever practicable and appropriate the Committee works in partnership with neighbouring Colleges, employers and Local Community Bodies to achieve the best learning outcomes for students and the most cost effective use of resources.

REPORTING PROCEDURES

Approved by Board 24 September 2024

The Committee should direct the minutes and appropriate papers of its meetings to the Board of Management.

After approval, the Committee's Minutes and appropriate papers should be directed, if required, to the Funding Body and be published on the South Lanarkshire College website.

Effectiveness of the Committee

The Committee shall refer to the Code for Good Governance for Scotland's Colleges and:

- Perform an annual self-evaluation exercise
- Prepare an annual report for the Board of Management on the performance and duties undertaken by the Committee.