

TERMS OF REFERENCE FOR THE TEACHING & LEARNING COMMITTEE 2024 /2025

1.	Constitution
1.1	The Corporation hereby resolves to adopt the following Terms of Reference for the Teaching & Learning Committee.
2.	Purpose
2.1	<p>The Articles of Government allow corporations to establish committees for any purpose or function (other than those assigned to the CEO/Principal or Clerk) and may delegate powers to such committees. The Code of Good Governance for English Colleges outlines the need for corporations to:</p> <ul style="list-style-type: none"> • Foster exceptional teaching and learning. • Ensure effective underpinning policies and systems, which facilitate the student voice. • Meet and aim to exceed its statutory responsibilities for equality and diversity. • Be responsive to workforce trends by adopting a range of strategies for engaging with employers and other stakeholders
3.	Membership
3.1	The Teaching & Learning Committee shall be appointed by the Corporation and shall have up to seven Members including, where appropriate, a Co-opted Member. Staff and Student governors are eligible to be members. The Lead Governor for Safeguarding will be a member of the Committee.
3.2	Teaching & Learning Committee Members may serve until the end of their terms as Corporation Members. External Co-opted Members may serve for up to two successive terms of four years in that capacity and such an appointment will be counted as additional service to any subsequent appointment as a Corporation Member. A Member may resign from their appointment at any time by giving notice in writing to the Clerk to the Corporation. Such resignations will be recorded at the next Corporation meeting.
3.3	The quorum shall be three Members of the Teaching & Learning Committee.
3.4	The Chair of the Teaching & Learning Committee shall be appointed by the Corporation. If the Chair is absent from any Teaching & Learning Committee Meeting, the appointed Vice Chair will act as Chair for that meeting provided (the Vice Chair will not be a Staff or Student Member). A Co-opted Member of the Teaching & Learning Committee should not normally be appointed as its Chair, since the Chair has to be able to attend, as of right, all meetings of the Corporation.
3.5	The Teaching & Learning Committee has the responsibility to include individuals with an appropriate mix of skills and experience to allow it to discharge its duties effectively.
4.	Attendance at Meetings
4.1	The Deputy Principal shall normally attend and speak at all meetings of the Committee (they will have no voting rights).
4.2	Senior management shall be invited to attend Teaching & Learning Committee meetings particularly where their area of responsibility is under discussion. Other members of College staff may be invited to attend the meeting upon the request of the Chair.
4.3	The Clerk to the Corporation shall be the Clerk to the Teaching & Learning Committee.
4.4	Other Corporation Members shall have a right of attendance.

5.	Frequency of Meetings
5.1	Meetings shall be held termly.
6.	Authority
6.1	<p>The Committee is a committee of the Heart of Worcestershire College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject. The Terms of Reference of the Committee may be varied at any time by the Corporation.</p>
7.	Principal Responsibilities
7.1	<p>To consider and advise the Board of Governors on any matter relating to College policy and strategy, in line with the Scheme of Delegation, and, including:</p> <ul style="list-style-type: none"> • To consider the implications of curriculum related national policy/guidance which may periodically be issued, and to advise the Board as appropriate. • To review the range and responsiveness of the College's curriculum offer on an annual basis and make recommendations to College management on changes and developments. • To oversee the development of the College's quality strategy and policy, for approval by the Board; and to receive reports on internal quality reviews and to monitor subsequent actions. • To review and monitor strategies for engaging with employers and other stakeholders to remain responsive to workforce trends. • To oversee the raising of standards by setting targets and agreeing on performance indicators; and monitoring progress, including against sector benchmark data for student retention, attendance, success achievement, and progression. • To review and raise the standard of the student experience through engagement with and feedback from students to inform future strategies for further improvement. • To consider the outcomes of surveys of student/client satisfaction, complaints, and appeals and to make recommendations to College management and the Board. • To review arrangements for promoting equality and diversity with the staff and student body and monitor progress against appropriate equality and diversity impact measures. • To review the College's arrangements for Safeguarding and Prevent and ensure that the Board fulfils its responsibilities through termly monitoring reports and the consideration of an annual report. • To probe and advise upon the rigour, completeness, and consistency of the self-assessment reports, associated processes and the supporting evidence base; and the action taken in response to the action plan therein or any post-inspection report and action plan, and to recommend the Report for approval by the Corporation. • Review, approve and monitor the impact of strategies for Staff Continuous Professional Development (Academic Staff) • Review, approve and monitor the impact of strategies for Careers advice and guidance. <p>Ensuring that programmes and the curriculum offer align with government and Local Skills Improvement Plans priorities and policy changes, ensuring that programmes and the curriculum offer meet the needs of students, learners, apprentices, employers and other key stakeholders.</p> <ul style="list-style-type: none"> • Where circumstances might arise, to monitor the College's adherence to Managing Public Money principles and ensure robust scrutiny and challenge is undertaken.
7.2	To deal with any matters specifically referred by the Board

7.2	To review its terms of reference annually.
8.	Reporting Procedures
8.1	The Clerk to the Teaching & Learning Committee shall circulate minutes of the meetings of the Teaching & Learning Committee to all Teaching & Learning Committee Members.
8.2	Where the Teaching & Learning Committee has deemed an item to be confidential (for example, when the Teaching & Learning Committee considers sensitive issues or named individuals) the excluded items shall be kept as confidential documents by the Clerk and circulated in accordance with the Corporation Code of Conduct guidelines on confidentiality.
8.3	Corporation will receive Teaching & Learning Committee Minutes that have been approved by the Chair of the Committee. The minutes will be placed in the reading room and the Chair will provide a verbal update to Corporation, highlighting any items that require approval.

Approved by the Corporation: 9 July 2024
Review frequency: Annual