Kendal College
creating bright futures

Quality and Standards Committee
Terms of Reference

The Quality and Standards Committee has overall responsibility, on behalf of the Corporation, for advising the Corporation on the quality of provision for learners, including learner outcomes. The Committee shall ensure that the highest standards are achieved for the benefit of the College's, learners and other stakeholders and that the curriculum offered by the College meets local, regional and national skills needs. The Quality and Standards Committee is a committee of Kendal College Corporation and as such, its actions are open to scrutiny and approval by the full corporation. The terms of reference of the Committee may be varied at any time by agreement of the Corporation. The Committee and the Corporation will have at the heart of its work the College's Strategic Plan and Accountability Statement and will demonstrate the College's Mission and Values through its meetings and decision making.

Membership

1. The Committee shall comprise a minimum of 4 governors and may include persons co-opted by the Corporation who are not governors. The Committee may invite the Corporation's advisers or other parties to attend meetings as appropriate. Such persons shall be entitled to speak at the meeting but shall not have a vote.

   Membership:
   Andrew Lord (Committee Chair)
   Kevin Boles
   John Mansergh
   Jane McCormick
   Mary Osmaston (Co-opted)
   Principal/ CEO

   College Leaders who may be asked to attend:
   Deputy Principal, Education and Standards
   Deputy Principal, Finance, Funding and Data
   Directors of Curriculum
   Directors of Student Experience, Support and Services
   Head of Quality
   Heads of Faculty

Authority
The Committee is established in accordance with paragraph 4 of the Articles of Government of Kendal College Further Education Corporation. Its name shall be the Quality and Standards Committee ("the Committee").

The Committee is a committee of Kendal 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.

Quorum

The quorum for meetings shall be 4 members, including Co-opted members – the majority of whom shall be Corporation members. The Committee shall meet at least three times in the academic year, and otherwise as necessary.

Chair
The Chair of the Committee will be appointed by Corporation for a term of 1 year

Vice-Chair
The Vice-Chair will be appointed by the Committee for a term of 1 of year

In the absence of both the Chair and Vice-Chair from a meeting, the Committee will appoint another member to act as Chair for that meeting.

Clerk
The Director of Governance shall act as Clerk to the Committee.

Term of Office
Appointments of members of the Committee will cease at the end of their term of office as a Governor, although they will be eligible for re-appointment if their membership of the Corporation is renewed. Co-opted members will be appointed for a term of 1 year and will be eligible for re-appointment if their membership is approved by the Corporation. Members may terminate their membership by notice of resignation to the Director of Governance.

Other Arrangements

The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.
Papers, unless confidential, will be emailed and placed on MS Teams. The Committee shall report to Corporation at each meeting of the Corporation.
The members of the Committee must declare any conflict of interests at the start of a meeting. Where a conflict arises, the member must withdraw from the discussion and/ or the decision.

Terms of Reference

1. Consult on educational policies and recommend approvals to the Corporation.

2. To provide strategic oversight of the quality and curriculum improvements made by the College and monitor Ofsted readiness.

3. To consider the implications of curriculum related national policy/guidance which may periodically be issued, and to advise the Corporation as appropriate.

4. 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.

5. To oversee the development of the College's quality strategy and policy, for approval by the Corporation; and to receive reports on internal quality reviews and to monitor subsequent actions.

6. To review and monitor strategies for engaging with employers and other stakeholders to remain responsive to workforce trends and ensure that the College is meeting the local skills agenda.

7. To review the Accountability Statement and recommend approval to the Corporation.

8. 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.

9. To review and raise the standard of the student experience for all students, through engagement with and feedback from students to inform future strategies for further improvement.

10. To monitor the promotion of innovative digital technologies to enhance the learner experience.

11. To consider the outcomes of surveys of student/client satisfaction, complaints, and appeals and to make recommendations to the College management and the Corporation.

12. To receive a report annually on the ways that the College prepares learners for their next steps.

13. To review arrangements for promoting diversity and inclusion with the staff and student body and monitor progress against appropriate equality and diversity impact measures.

14. To review the College's arrangements for Safeguarding and Prevent and ensure that the Corporation fulfils their responsibilities through termly monitoring reports and the consideration of an annual report.

15. To monitor the College's performance, in relation to the continued professional development of all staff.

16. 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.

17. To escalate any risks relating to Quality and Standard of education, by reporting promptly to the Audit and Risk Committee.

18. Such other matters as the Corporation may from time to time refer to the Committee.

Approved by Andy Lord
Date 12/05/2025

Approved by Corporation 21/05/25