

**STAFFORD COLLEGE**

**STANDING ORDERS FOR THE**

**CURRICULUM STANDARDS AND PERFORMANCE  
COMMITTEE**

*of the*

**STAFFORD COLLEGE CORPORATION**

*Approved by the Corporation on 14 December 2000*

*Latest update approved by the Corporation October 2009*

# **CURRICULUM STANDARDS AND PERFORMANCE COMMITTEE**

## **1. Purpose**

- 1.1 To advise the Corporation on matters relating to monitoring and evaluating the curriculum standards and performance of the College.

## **2. Composition**

- 2.1 The Committee shall comprise ten members, of whom -

- one member shall be the Principal;
- nine members shall be drawn from the membership of the Corporation and include:
  - both Staff Members;
  - both Student Members.

- 2.2 The Committee may co-opt up to two additional persons, including Associate Governors, who are not members of the Corporation.

## **3. Appointments, Chair, Term of Office**

- 3.1 All appointments to the Committee shall be made by the Corporation.

- 3.2 The Chair of the Committee shall be a member of the Corporation and shall be appointed by the Corporation for a term of office not exceeding four years. Neither the Principal nor any externally co-opted member or Associate Governor shall be eligible to be appointed Chair.

- 3.3 The Vice Chair of the Committee shall be a member of the Corporation and shall be appointed by the Corporation for a term of office not exceeding two years.

- 3.4 The Clerk to the Corporation shall act as Clerk to the Committee.

- 3.5 If the Chair is absent from any meeting of the Committee, the Vice Chair of the Committee shall chair the meeting. In the absence of both the Chair and Vice Chair from any meeting of the Committee, the members present shall choose one of their number to act as Chair for that meeting, provided that the member chosen shall be a member of the Corporation.

- 3.6 Appointments shall be reviewed by the Corporation annually in October. Members of the Committee shall be eligible for reappointment.

- 3.7 If at any time the Corporation is satisfied that any member of the Committee:

- has been absent from meetings of the Committee for a period longer than six consecutive months without the permission of the Corporation; or
- is unable or unfit to discharge the functions of a member,

the Corporation may, by notice in writing to that member, remove the member from office and thereupon the office shall become vacant.

3.8 The term of office for an externally co-opted member or an Associate Governor of the Committee shall not exceed four years.

#### **4. Meetings**

4.1 The Committee shall meet three times per year and shall hold other such meetings as may be necessary.

4.2 A special meeting may be called at any time by the Chair or at the request, in writing, of three members.

4.3 Meetings will be quorate if at least 40% of members are present, of whom Corporation members shall be in the majority (ie a minimum of 4, of whom 3 shall be Corporation members).

4.4 If for lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he/she thinks fit, cause a special meeting to be summoned as soon as conveniently may be.

4.5 Most questions to be decided by the Committee shall be determined without a vote being required. The Chair shall normally ask Members, at the conclusion of a discussion, for their agreement to the proposal in question. A vote shall only be called for by the Chair if there is a clear expression of dissent.

4.6 Where a decision is to be determined by voting, the decision shall be confirmed by a majority of the votes of the Members present and voting on the question. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.

4.7 A member may not vote by proxy or by way of a postal vote.

4.8 The provisions of the Instrument of Government in relation to members not to be financially interested in the Institution; meetings; quorum; proceedings of meetings; minutes; public access to meetings; publication of minutes and papers; and allowances to members shall apply to the membership and meetings of the Committee, except as provided in this Clause 4 and Clause 1 to 3 above.

#### **5. Participation of Other Members of the Corporation**

5.1 Members of the Corporation who are not members of the Committee:

- shall receive a summary of the minutes of the Committee (full minutes and agenda papers shall be available on request from the Clerk to the Corporation);
- shall have the right to attend as an observer;
- at the invitation of the Chair, may participate in any debate of the Committee;
- notwithstanding the above, shall not vote on any matter to be decided by the Committee;

except that staff and student members of the Corporation shall normally not receive any papers or minutes relating to, or have any right to attend or participate in, any matter to which Clause 14(4), (7) or (8) of the Instrument of Government applies.

5.2 The Committee may, when they are satisfied it is appropriate, go into confidential session and exclude any, or all, participants and observers.

## **6. Terms of Reference**

6.1 To advise the Corporation on the range, adequacy and sufficiency of the College's curriculum offer.

6.2 To advise the Corporation on the quality of teaching and learning and other services provided by:

- the Faculties and Units within the College;
- collaborative partnerships with other organisations.

6.3 To consider and appraise the curriculum performance of the College, including:

- achievements;
- examination results;
- retention and withdrawal rates;
- student destinations;
- views of learners;
- benchmarking and performance indicator data;
- lesson observation.

6.4 To consider targets for curriculum performance and make recommendations to the Corporation.

6.5 To evaluate internal quality audit reports produced by the College.

6.6 To receive and approve the College's Quality Plan on an annual basis and to advise the Corporation on arrangements for quality.

6.7 To receive and consider annual reports from the Quality, Equality & Diversity and Learning Resources cross-College Committees.

6.8 To receive and approve the College Charter on an annual basis.

6.9 To receive and approve the College's Disability Statement on an annual basis.

6.10 To consider and approve the College's Learner Support Fund policy on an annual basis.

6.11 To receive and consider termly monitoring reports of complaints and accolades.

6.12 To receive and consider the annual Staff Development report.

6.13 To approve the Students' Union Constitution.

6.14 To receive and consider regular reports from the Student Council.

6.15 To review and advise the Corporation on arrangements for self-assessment and inspection.

- 6.16 To ensure that curriculum considerations are fully taken into account in the budget setting process.
- 6.17 To carry out an annual self-assessment of the performance of the Committee as part of the self-assessment process for the Corporation as a whole.
- 6.18 To undertake in-year amendments to the Committee's Standing Orders, subject to an annual review by the Corporation.
- 6.19 To advise on other matters as requested from time to time by the Corporation.