



HARTPURY
C O L L E G E

**QUALITY, ENHANCEMENT and STANDARDS
COMMITTEE (QuEST)
Terms of Reference**

1.	Governor Members
	Three independent governor members
	Staff Governor
	Student governor
	Principal
	In Attendance
	Deputy-Principal (FE)
	Deputy-Vice-Chancellor (HE) -
	Representatives from other areas of the University and College to be invited to attend as the agenda dictates.
	Co-opted Member
	Co-opted members may be appointed to this committee.
2.	Quorum
	Three members a minimum of 2 of which should be independent governors plus the Principal or nominated representative.
3.	Purpose
	To be responsible to the Board of Governors for the oversight of the enhancement of the College's approach to learning, teaching and assessment, the student experience and the maintenance of the College's academic standards.
4.	Terms of Reference
	Objectives
4.1.	To advise the Board of Governors on the educational character of the College and, in particular, major curriculum changes and enhancements that affect the educational character of the College.
4.2	Challenge and hold the Principal and senior staff to account for the enhancement of

	the quality of learning, the effectiveness of performance management systems and maintaining high standards.
4.3	To ensure that there are in place procedures:
	<ul style="list-style-type: none"> • For the continuous review of the curriculum offered by the College to respond to skills needs.
	<ul style="list-style-type: none"> • For the analysis of market needs and post inspection reports and action plans.
	<ul style="list-style-type: none"> • The adjustment of the curriculum and its delivery to match and anticipate the needs of students, local, regional and national employers (depending on course) and statutory regulations.
4.4	To enhance standards by setting targets and agreeing key performance indicators and by other measures which the Committee determines, such as benchmarks each year for:
	<ul style="list-style-type: none"> • Student outcomes and performance.
	<ul style="list-style-type: none"> • Distance travelled
	<ul style="list-style-type: none"> • Student progression.
	<ul style="list-style-type: none"> • Teaching and learning and assessment
	<ul style="list-style-type: none"> • Progression of completing students
4.5	To scrutinize the performance of different groups of learners and to ensure equality of outcomes for all groups.
4.6	To ensure that there is sufficiency of information about teaching, learning and assessment including lesson observation. To agree strategies and targets to enhance teaching, learning and assessment and the whole learner experience by sharing good practice.
4.7	To undertake critical engagement through monitoring the performance of the College as shown in the annual College Self-Assessment Report, and the action taken in response to the resultant action plans therein or any post-inspection report and action plans, and to recommend for approval by the Board of Governors.
4.8	To consider summary reports from (external) teaching, learning and assessment observations, external examiners and verifiers and professional statutory regulatory bodies.
4.9	To monitor the views of students about teaching, learning and assessment and college life to monitor the performance of actions taken to overcome areas identified for improvement and overall impact on the quality of student experience.
4.10	To recommend for approval by the Board of Governors the relevant reports and statements to meet with statutory requirements relating to quality and standards.
4.11	To ensure that there are procedures for students and others to record complaints and opinions about any aspect of the College's services and effective processes within the College for examining any such complaints and to consider regular reports on complaints
4.12	To review and advise the Board of Governors on the range and effectiveness of cross institutional activities and support functions relating to quality and standards.
4.13	To advise on other matters as requested by the Board of Governors e.g. opportunity for enhancement, areas of outstanding or weak performance.

5.	Attendance at Meetings
	All Board of Governors members shall have the right of attendance.
6.	Frequency of Meetings
	Meetings shall be held at least three times per academic year, normally once per term prior to Board of Governors Meetings.
7.	Reporting Procedures
	The Clerk to the Board of Governors will circulate minutes from the meeting to members of the Committee.
	The minutes of the Committee will be presented to each meeting of the Board of Governors, with any key points highlighted by the Committee Chair or their Representative.
	Last Reviewed Nov 2022, then June 23 – Next Review June 24
	Review Regularity – generally yearly

APPROVED JULY 2023

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