



PLUMPTON

COLLEGE

CURRICULUM, QUALITY AND STUDENT SUPPORT Terms of Reference

Approved by the Corporation: 30th September 2025

1. Role/Purpose

- 1.1. To review and scrutinise reports to monitor Quality Improvement, across all study types, to positively impact student outcomes and enhance student experience
- 1.2. To advise the Corporation on the quality of outcomes and the quality of provision for its learners.
- 1.3. To ensure curriculum development meets the local and regional skills needs and national priorities

2. Membership

- 2.1. The committee must have a minimum membership of 4 governors including staff and student governors as appropriate.
- 2.2. The committee must include individuals with an appropriate mix of skills and experience to allow the committee to discharge its duties effectively. Corporation may co-opt a non-governor to be a member of the Committee
- 2.3. Members of the Senior Management Team and College Management Team may attend meetings, at the invitation of the committee, to provide information and participate in discussions. Members of the Senior/College Management Team are not members of the committee except for the Principal who is also a governor.
- 2.4. The Chair of the committee will be appointed by the Corporation.

3. Duties/Responsibilities

- 3.1. To monitor collaboration and engagement with stakeholders to ensure the range and content of provision at the college is aligned with local and regional skills needs and national priorities.
- 3.2. To monitor and review progress against Quality of Education, related actions in the College Wide Quality Improvement Plan
- 3.3. To scrutinise key data sets at a detailed level to ensure they are effectively used to drive quality improvement and student enhancement

- Attendance data by division and study type
- Retention data by division and study type
- Achievement data and high grade data by division and study type
- Destination data
- NSS results
- Stakeholder (Student, Parent, Employer) Satisfaction survey

- 3.4. To monitor the college's progress with continually improving teaching and learning standards, the effectiveness of teaching learning and assessment.
- 3.5. To review the impact of staff continuous professional development on the quality of education and outcomes for students.
- 3.6. To review and challenge the College's self-assessment process and resulting whole college report and quality improvement plan.
- 3.7. To monitor and oversee improvement plans of any provision that falls below the expected standards
- 3.8. To monitor the timeliness and effectiveness of universal support to enable all learners to reach their maximum potential
- 3.9. To review and monitor the impact of the college's personal development programme and wider opportunities aligned with local and national needs.
- 3.10. To monitor in-year educational performance within the college
- 3.11. To have oversight and monitor the effectiveness of the colleges safeguarding and wellbeing arrangements for students.
- 3.12. To monitor quality and student experience monitoring for HE and monitor the implementation of the HE Strategy. To monitor reporting requirements of the Office for Students and continuous conditions of registration. To monitor progress of the implementation of the HE Access and Participation Plan.
- 3.13. To monitor provision of careers and progression information and advice and guidance, receiving an Annual Report.
- 3.14. To monitor the effectiveness of the College's EDI policy in all aspects of the student experience

4. Conduct of Business

4.1. Quorum

Quorum shall be 40% with at least three members in attendance.

4.2. Meeting frequency

- The committee should meet at least 3 times a year.
- Additional special meetings may be called as necessary in agreement with the Chair.
- The Committee may conduct business by correspondence where it judges it appropriate to do so for the better discharge of its responsibilities. Such decisions shall be formally recorded in the minutes of the Committee's following meeting.

4.3. Authority

- The Committee is authorised by the Corporation to review any activity within its terms of reference. It is authorised to seek any information it requires from any employee of the College and all employees of the College are directed to co-operate with any request made by the Committee.
- The Committee is authorised by the Corporation to obtain legal or other independent professional advice (e.g. independent external farm business consultants) and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary, provided that the Committee may not incur direct expenditure in this respect in excess of £1,000 without the prior approval of the Corporation.
- The Committee shall not act in an executive role.

4.4. Clerking arrangements

The Governance Professional shall be Clerk to the Committee

4.5. Reporting

- The Governance Professional shall circulate the minutes of the meetings of the Committee to all members of the Committee and thereafter to all Corporation Members.
- The Committee Chair shall provide a summary of the meeting to Corporation, highlighting any areas of risk or concern.
- The Committee will produce an Annual Report

For Reference

[FE and sixth-form college corporations: governance guide](#)

[Further education and skills inspection: toolkit, operating guide and information](#)

[College and local authority accountability agreements](#)