

**FARNBOROUGH COLLEGE OF TECHNOLOGY**  
**CURRICULUM AND STANDARDS COMMITTEE TERMS OF REFERENCE**

**1. MEMBERSHIP**

- i. The committee shall comprise no more than eight members of the Corporation, including the Principal and an Academic Staff Governor. The attendance of the College's Vice Principals at Committee meetings will be required.
- ii. The committee may invite the Corporation's advisers or other third parties to attend meetings of the committee as appropriate. Such invited persons shall be entitled to speak at meetings but not have a vote.
- iii. The Chair and Deputy Chair of the Committee shall be selected by the committee.
- iv. Members of the Senior Management Team shall normally be invited to attend the committee's meetings. The committee may also invite other post holders to attend meetings as appropriate. Members of staff who may be invited to attend meetings shall be entitled to speak but not have a vote.
- v. The quorum for meetings of the committee shall be three members.
- vi. The Clerk to the Corporation shall act as Clerk to the committee.

**2. TERMS OF REFERENCE**

- i. To advise the Corporation Board on its responsibilities under Article 3 (1) a:  
'the determination and periodic review of the educational character and mission of the institution and the oversight of its activities.'  
and 3 (1) aa:  
'publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities.'
- ii. To advise the Corporation on the range, adequacy and relevance to stakeholders of the curriculum offer.
- iii. To advise the Corporation on the quality of education and other services provided by:
  - a. the Faculties and Units within the College; and
  - b. collaborative partnerships with other organisations.
- iv. To consider and appraise the academic performance of the College, including:
  - achievements;
  - examination results;
  - retention and withdrawal rates;
  - destinations;
  - benchmarking and performance indicator data;and make recommendations to the Corporation.

- v. To review and monitor progress against targets for academic performance and make recommendations to the Corporation.
- vi. To review and advise the Corporation on arrangements for self-assessment and inspection.
- vii. To monitor the College's quality assurance procedures and review the College's performance as measured by external agencies and other performance indicators and make recommendations to the Corporation concerning these.
- viii. To monitor all requirements of our partner quality agencies.
- ix. To advise on other matters relating to curriculum and standards that may be requested from time to time by the Corporation.
- x. To monitor the highest rated curriculum risks from the College's risk register.
- xi. To monitor the key annual quality returns including those for HE.
- xii. To receive and consider termly safeguarding reports and to receive and consider the Safeguarding Policy for recommendation to the Board.
- xiii. To approve an annual report on equality, diversity and inclusion and to draw key issues to the attention of the Corporation.
- xiv. To consider an annual report on complaints received from students and others and to approve the arrangements for dealing with such complaints.
- xv. To consider staff development policy and practice and the Staff Development Report and approve the annual staff development plan.
- xvi. Subject to Section 1i and 1iv above, to appoint to the committee such members, not being members of the Corporation, as may assist in the effective discharge of the committee's work.
- xvii. The committee shall meet at least once in each term and, after each meeting, shall report to the next meeting of the Corporation Board.
- xviii. To review the Committee's Terms of Reference annually and recommend them to the Board.

Reviewed by Curriculum & Standards Committee 13 November 2023  
Approved by Corporation Board – 7 December 2023