



Quality Committee Terms of Reference

1. Responsibilities

The Committee shall be responsible for advising and supporting the Board on matters relating to the strategic oversight of the quality of teaching, learning and assessment and student progression and achievement - in relation to FE, HE and Apprenticeships.

2. Key mechanisms

The Committee shall:

- a) Advise the Board annually, following detailed scrutiny of the Academy's Self-Assessment Report and Quality Improvement Plan;
- b) Review termly progress (with a focus on risk, improvement and impact) against the Academy's Quality Improvement Plan and Key Performance Indicators relating thereto; and
- c) As key elements of the review of the Quality Improvement Plan, review the Academy's progress in raising the quality of teaching, learning and assessment and interventions undertaken, student progress and the narrowing the achievement gap between different groups of students.

3. Membership

The Committee shall comprise a minimum of three members of the Board, including the Principal. The Committee shall be chaired by a Governor with appropriate experience, excluding the Principal.

4. Frequency and conduct of meetings

The Committee shall normally meet once per academic term, or more frequently as needed.

At least seven days' notice shall be given for all meetings, and papers shall normally be circulated to members seven days prior to the date of each meeting.

A resolution put to a vote at a meeting shall be decided on a show of hands. In the case of an equality of votes, the Chair of the Committee shall have a casting vote.

A quorum shall be two members of the Committee. No business shall be transacted at any meeting unless a quorum is present.

5. Attendance at meetings

The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.

The Clerk to the Board shall be the Clerk to the Committee and shall keep appropriate records of proceedings.

6. Reporting

The Committee shall report to the Board. Copies of the minutes of meetings of the Committee shall normally be circulated to members of the Committee within two weeks of each meeting, and shall be provided to the next full Board meeting, or otherwise a verbal update shall be provided and copies of the minutes shall then be circulated to Board members