

## **CURRICULUM, QUALITY AND STUDENT EXPERIENCE COMMITTEE**

**29 May 2025**

### **Committee Terms of Reference**

#### **1.0 PURPOSE OF PAPER**

##### **For decision**

- 1.1 To discuss any amendments required and agree on the Committee Terms of Reference (ToR).

#### **2.0 EXECUTIVE SUMMARY**

- 2.1 The Committee ToR should be regularly revisited to ensure that they are fit for purpose and reflect any changes in legislation or compliance requirements.
- 2.2 Members are asked to review the current ToR and ensure they are fit for purpose, discussing and agreeing any amendments or adjustments.

#### **3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED**

- 3.1 It is recommended that the Committee agree the Committee Terms of Reference for 2025/26 for recommendation to Board.

#### **4.0 MAIN PAPER**

- 4.1 The current ToR are attached in Appendix A. They were reviewed extensively in October 2023 and amended again in October 2024 to reflect changes in reporting requirements and to include the College's British Sign Language Plan.
- 4.2 Members are asked to consider if the current ToR reflect the purpose of the Committee and provide a comprehensive structure for the work of the Committee and propose any changes that may be required.

#### **5.0 IMPLICATIONS AND CONSIDERATIONS**

##### **5.1 Financial Implications**

There are no direct financial implications from the contents of this paper.

##### **5.2 Learner Implications**

There are no direct learner implications from the contents of this paper.

##### **5.3 Staff Implications**

There are no direct staff implications from the contents of this paper.

## 5.4 Equality and Diversity Implications/Equality Impact Assessment

There are no direct equality and diversity implications from the contents of this report.

## 5.5 Sustainability/Environmental Implications

There are no direct sustainability or environmental implications from the contents of this report.

## 6.0 CONCLUSION

- 6.1 Committee agreement of the ToR will be taken to Board in June for formal approval. These ToR will guide the work of the Committee over the next academic year.

Ingrid Earp, Board Secretary

**Previous Board or College Committee Approvals:**

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## Appendix A

### BORDERS COLLEGE

#### CURRICULUM, QUALITY AND STUDENT EXPERIENCE COMMITTEE

#### TERMS OF REFERENCE

##### 1. Constitution

A minimum of six members (one will be the Academic Staff Board Member and one Student Member), there may be other Committee members co-opted as appropriate. The Regional Board will be advised of the details of any proposed co-opted individual. The co-opted individual will not count for the purposes of constituting a quorum.

The Vice Principal Student Experience, the Director of MIS and Quality and the Assistant Principal Curriculum and Sustainability will normally be in attendance. Others may attend by invitation.

**1.1 Quorum:** Three members of the Committee shall constitute a quorum. There should always be a majority of independent members present.

**1.2 Chair:** To be elected by the Regional Board.

##### 2. Terms of Reference

The purpose of the Committee is to oversee the quality and standard of the curriculum provision, the student experience and relevant key performance indicators (KPIs). The Committee will also monitor the direction and performance of the Future Skills Strategy to ensure that the needs and requirements of the learners, stakeholders and employers are being met.

Key Items:

- Oversight of Future Skills Strategy including oversight of quality standards and relevant KPIs;
- Oversight of Annual Self Evaluation Action Plan (SEAP);
- Monitor and oversee the Corporate Parenting Plan;
- Monitor and oversee the British Sign Language Action Plan;
- Borders College Student Association (BCSA) relationship; and
- Oversight of Equality and Diversity plans and reports.

**2.1** To oversee the Future Skills Strategy and ensure that the objectives are on target to being achieved and that the Strategy continues to meet the needs of learners, employers and stakeholders, also including monitoring progress towards College Key

Performance Indicators (KPIs) and targets relating to the performance of students, teaching and learning across the College. To include student satisfaction scores, completion, retention, achievement and progression rates and rankings as well as access and inclusion reports and destination surveys;

- 2.2** To ensure that the curriculum and skills offering meets Regional needs and is robust, future facing, relevant, innovative and of a high quality;
- 2.3** To have oversight of, and monitor, the Self-Evaluation Action Plan (SEAP);
- 2.4** To oversee and monitor the College's British Sign Language (BSL) Action Plan;
- 2.5** To oversee that the quality requirements of the Scottish Funding Council and Education Scotland are met;
- 2.6** To monitor College complaints and compliments handling and outcomes;
- 2.7** To monitor strategic risks which are relevant to the Curriculum, Quality and Student Experience Committee;
- 2.8** To oversee and monitor the Corporate Parenting Plan;
- 2.9** To receive reports from the Borders College Student's Association (BCSA) and oversee the relationship between Board and BCSA;
- 2.10** To oversee student welfare and guidance;
- 2.11** To approve the College Annual Equalities and Mainstreaming Report and Action Plan, and monitor progress against objectives;
- 2.12** To receive reports on Learning for Leading visits by Regional Board Members and monitor and oversee the management response to any items raised;
- 2.13** To oversee the disbursement of the George Heron Wilson Bequest and the Robert Noble Trust; and
- 2.14** To provide an annual report to the Regional Board

### **3. Meetings**

The Committee shall meet three times a year and more frequently as necessary.

### **4. Reporting**

All members of the Regional Board shall receive a copy of the minutes of each meeting and the Chair of the Committee shall make a report at the following Regional Board meeting.

Approved by the Board – October 2024 Date of next review – June 2025