

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 Delivery 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 Skills and Enterprise Strategy to ensure that the needs and requirements of the learners, stakeholders and employers are being met.

Key Items:

- Oversight of Skills and Enterprise 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 Skills and Enterprise 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.