

Curriculum, Skills & Quality Committee

Terms of Reference – 2025-26

1. Purpose

Appendix A provides a one-page summary of the context and purpose of the Curriculum, Skills & Quality (CS&Q) Committee.

2. Composition

Core Membership	<ul style="list-style-type: none"> • The CEO & Principal (or designate) – <i>ex officio</i> • The Chair of the Board – <i>ex officio</i> • Up to seven further members of the Board, which may include Independent, Staff and Student Governors and of which, the following will also be a member: <ul style="list-style-type: none"> ○ The Vice Chair of the Board – Curriculum & Student Experience ○ Safeguarding Ambassador ○ SEND Ambassador ○ Careers & Skills Ambassador
Co-opted Members	<ul style="list-style-type: none"> • Up to two Co-opted Members may be appointed for a two-year renewable term of office. • Co-opted Members may not be elected as Chair.
Committee Chair & Committee Vice Chair	<ul style="list-style-type: none"> • The Committee Chair and Committee Vice-Chair will be annually appointed by the Board. • In the absence of the Committee Chair and Vice-Chair, the CS&Q Committee may appoint another member to act as Chair for that meeting.
Lead Officers	<ul style="list-style-type: none"> • Deputy Principal • Vice Principal – Business Development • Assistant Principal – Student Experience • Assistant Principal – Hastings & Higher Education
Other Attendees	<ul style="list-style-type: none"> • The Director of Governance, who will act as Clerk to the Committee. • The CS&Q Committee may invite the Corporation's advisers or other third parties to attend meetings as appropriate. • Such persons shall be entitled to speak at the meeting, but not to vote.

3. Meetings & Quoracy

Frequency	<ul style="list-style-type: none"> • To meet at least three times a year, and as required.
Pre-Meetings	<ul style="list-style-type: none"> • Pre-meeting discussions may be scheduled to enable additional 'deep dive' discussion time as appropriate.
Quorum	<ul style="list-style-type: none"> • 40%, with at least three members present. • Co-opted Members have full voting rights and are counted as part of the quorum.
Minutes & Recommendations	<ul style="list-style-type: none"> • Meeting minutes (excluding confidential items) will be circulated to all members of the Board, via the Governor's portal (Diligent Boards). • Any recommendations for approval will be tabled for ESCG Board consideration at its earliest convenience.

4. Relationship With Other Committees

Resources, Culture & Impact Committee	<ul style="list-style-type: none"> Any matters pertaining to the following areas will have shared committee oversight responsibilities: <ul style="list-style-type: none"> Arrangements for obtaining the views of staff a students. Diversity, equity and inclusion. Subcontracting arrangements. Matters related to staff recruitment, resourcing and wellbeing are directly linked to the effective delivery of the curriculum provision.
Stakeholder Engagement Panels	<ul style="list-style-type: none"> The newly established Stakeholder Engagement Panels are employer led advisory groups with a particular focus on the college's response to the local skills agenda. Insights from these forums will inform committee level discussion.

5. Responsibilities

Curriculum	<ul style="list-style-type: none"> To ensure strategic oversight of the following areas: <ul style="list-style-type: none"> 14-16 and 16-19 provision High Needs & Special Educational Needs & Disability (SEND) International provision Higher Education Apprenticeships Adult Education To ensure oversight of the Curriculum Plan. To receive relevant information from the Resources, Culture & Impact Committee relating to any significant impacts to the curriculum arising from college finances.
Skills	<ul style="list-style-type: none"> To ensure oversight of the college's contribution to the Sussex Local Skills Improvement Plan. To receive and advise the Board on reports on work experience and employability and to ensure oversight of the college's provision related to employability, work experience and industrial placements. To receive and evaluate the opinions of stakeholders about the college in terms of the provision of courses and services.
Quality	<ul style="list-style-type: none"> To monitor the quality of provision, achievement and progress of learners within the College and advise the Board on and detail any concerns regarding: <ul style="list-style-type: none"> Student Recruitment Quality of Teaching, Learning & Assessment Quality Improvement Plan Monitoring Summary Reports from Course Reviews Work Experience & Employability Student Voice Update New Curriculum Developments International Update HE Update Apprenticeships, Adult & Subcontracting Update Careers Education Information Advice & Guidance Update SEND and High Needs To review and advise the Board on reports of inspections and to oversee and advise on action plans following external inspections. To consider KPIs for academic performance and make recommendations to the Board. To receive information to support the quality assurance of the provision delivered by college subcontractors. To receive and advise the Board on summary reports from the college Quality Cycle.

	<ul style="list-style-type: none"> To gain assurance that sustainability and carbon literacy has been effectively embedded into the curriculum to support technical and skills provision, and that this is being effectively promoted to students. To facilitate effective oversight of the College's digital provision, ensuring that ongoing investment in the College's infrastructure is sufficiently responsive to local skills needs and rapid growth in technological advancements.
Student Experience	<ul style="list-style-type: none"> To ensure robust systems for recording, storing and reporting student diversity, equity & inclusion data, as well as the effective monitoring of associated policies and procedures. To receive information relating to student 'Safeguarding & PREVENT'. To receive reports on the student experience from student representative bodies and to review analysis of student responses to surveys/questionnaires.
Governance	<ul style="list-style-type: none"> To review the Committee's terms of reference at least annually. To deal with any matters specifically referred to the Resources Committee by the ESCG Board. To obtain independent professional advice as necessary.

6. Non-Delegable Functions

The Board has responsibility for the following duties, for which the CS&Q Committee will consider and recommend:

- 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.

7. Delegable Functions – Policies, Key Documents & Routine Reports

Whilst some functions are non-delegable, certain duties have been delegated to the CS&Q Committee for approval. The following table distinguishes between those reports, policies and key documents that have been designated for Committee level (rather than ESCG Board) approval, as indicated in **yellow/bold**:

Item	Joint Review	Approval Level	Frequency
Term Specific Agenda Items			
1. CS&Q Priority Board Key Performance Indicators	-	Board	Annual
2. CS&Q Committee Performance Indicators	-	Committee	Annual
Annual Reports			
3. Accountability Statement	-	Committee <i>(Board ratified)</i>	Annual
4. Diversity, Equity & Inclusion Report & Action Plan	RC&I	Board	Annual
5. Local Skills Improvement Plan Contribution Report	-	Board	Annual
6. Safeguarding & Prevent Report	-	Board	Annual
7. Self-Assessment Report & Quality Improvement Plan	-	Board	Annual
8. Subcontracting & Partnership Arrangements	RC&I	Board	Annual
Strategies & Master Plans			
9. Curriculum & Skills Master Plan	-	Board	Every 4 Years
10. SEND Master Plan	-	Board	Every 4 Years
11. Student Voice Master Plan	-	Board	Every 4 Years
Policies & Key Documents			
12. Arrangements for Obtaining the Views of Staff & Students	RC&I	Board	Every 2 Years
13. Careers, Education & Guidance Policy	-	Executive Team	Every 2 Years

Item	Joint Review	Approval Level	Frequency
14. Complaints Policy	-	Board	Every 3 Years
15. Diversity, Equity & Inclusion Policy	RC&I	Board	Every 3 Years
16. Safeguarding & Prevent Policy	-	Board	Annual
17. Student Engagement Policy	-	Committee	Every 3 Years
18. Student Union Constitution	-	Board	Every 3 Years
19. CS&Q Committee Terms of Reference	-	Board	Annual

9. Review & Approval

- Committee Review & Recommendation for Approval 21ST May 2025
- ESCG Board Approval 7th July 2025

Summary of Changes

Version	Effective	Summary of Change	Prepared By	Approved By
1.	3 rd July 2023	<ul style="list-style-type: none"> New CS&Q Committee Terms of Reference 	Director of Governance	ESCG Board
2.	8 th July 2024	<ul style="list-style-type: none"> Minor grammatical amendments. Increase in the total number of Governors within the Committee's membership. Inclusion of additional Governor roles types within the Committee's membership. Amendment to the list of Lead Officers. Additional verbiage regarding the oversight of Diversity, Equity & Inclusion for students. Additional verbiage related to oversight of the College's digital provision. Additional verbiage regarding the embedding of sustainability and carbon literacy into the curriculum. Joint oversight of the Annual Diversity, Equity & Inclusion Report and Action Plan with the RC&I Committee. New term specific agenda item (KPIs) with Board and Committee level approvals 	Director of Governance	ESCG Board
3.	7 th July 2025	<ul style="list-style-type: none"> Removal of DEIB Ambassador as a required committee member. Accountability Statement delegated to committee level approval (<i>subsequently ratified by the Board</i>). Reduced review frequency for 1 policy. Inclusion of 3 new Master Plans. 	Director of Governance	ESCG Board

Appendix A – Committee Context

Curriculum, Skills & Quality Committee

Strategic Ambition

- **Curriculum & Skills:** We will enable all students to reach their full potential and thrive by designing and delivering inspiring and careers-led learning pathways.

