Curriculum, Skills & Quality Committee
Terms of Reference – 2024-25

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	• The CEO & Principal (or designate) – *ex officio*
	• The Chair of the Board – *ex officio*
	• 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:
	    ○ The Vice Chair of the Board – Curriculum & Student Experience
	    ○ Safeguarding Ambassador
	    ○ SEND Ambassador
	    ○ Careers & Skills Ambassador
	    ○ Diversity, Equity & Inclusion Ambassador

Co-opted Members	• 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	• 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	• Deputy Principal • Vice Principal – Business Development • Assistant Principal – Student Experience • Assistant Principal – Hastings & Higher Education
Other Attendees	• 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	• To meet **at least three times a year**, and as required.
Pre-Meetings	• Pre-meeting discussions may be scheduled to enable additional 'deep dive' discussion time as appropriate.
Quorum	• 40%, with **at least three members present**. • Co-opted Members have full voting rights and are counted as part of the quorum.
Minutes & Recommendations	• 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	• Any matters pertaining to the following areas will have shared committee oversight responsibilities:
	    o Arrangements for obtaining the views of staff a students.
	    o Diversity, equity and inclusion.
	    o Subcontracting arrangements.
	• Matters related to staff recruitment, resourcing and wellbeing are directly linked to the effective delivery of the curriculum provision.

Stakeholder Engagement Panels	• 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	• To ensure strategic oversight of the following areas:
	    o 14-16 and 16-19 provision
	    o High Needs & Special Educational Needs & Disability (SEND)
	    o International provision
	    o Higher Education
	    o Apprenticeships
	    o 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	• 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	• To monitor the quality of provision, achievement and progress of learners within the College and advise the Board on and detail any concerns regarding:
	    o Student Recruitment
	    o Quality of Teaching, Learning & Assessment
	    o Quality Improvement Plan Monitoring
	    o Summary Reports from Course Reviews
	    o Work Experience & Employability
	    o Student Voice Update
	    o New Curriculum Developments
	    o International Update
	    o HE Update
	    o Apprenticeships, Adult & Subcontracting Update
	    o Careers Education Information Advice & Guidance Update
	    o 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.

	• 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	• 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 and questionnaires.
Governance	• 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 Key Performance Indicators	**-**	**Committee**	**Annual**
Annual Reports			
3. Diversity, Equity & Inclusion Report & Action Plan	RC&I	Board	Annual
4. Local Skills Improvement Plan (LSIP) Contribution Report	-	Board	Annual
5. Safeguarding & Prevent Report	-	Board	Annual
6. Self-Assessment Report (2022-23) & Quality Improvement Plan (2023-24)	-	Board	Annual
7. Subcontracting Arrangements - 2024-25	RC&I	Board	Annual
Policies & Key Documents			
5. Arrangements for Obtaining the Views of Staff & Students	RC&I	Board	Annual
6. Careers Strategy	**-**	**Committee**	**Every 2 Years**
7. Complaints Policy	-	Board	Every 3 Years
8. Diversity, Equity & Inclusion Policy	RC&I	Board	Every 3 Years
9. Safeguarding & Prevent Policy	-	Board	Annual
10. Student Engagement Strategy	**-**	**Committee**	**Every 3 Years**
11. Student Union Constitution	-	Board	Every 3 Years
12. CS&Q Committee Terms of Reference	-	Board	Annual

8. Review & Approval

- Committee Review & Recommendation for Approval   10th June 2024

- ESCG Board Approval   8th July 2024

Summary of Changes

Version	Effective	Summary of Change	Prepared By	Approved By
1.	3rd July 2023	• New CS&Q Committee Terms of Reference	Director of Governance	ESCG Board
2.	8th July 2024	• Minor grammatical amendments. • Increase in the total number of Governors within the Committee's membership. • Inclusion of additional Governor roles included 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

Curriculum, Skills & Quality Committee

Strategic Priority
- *Education & Quality:* We will design and deliver high quality, inspiring career pathways to ensure that East Sussex College students are equipped with the knowledge, skills, and behaviours to achieve personal, economic, and civic success.

Local Skills

Establish a reputation for being responsive to local skills needs and emerging technologies, with accountability to the Sussex Local Skills Improvement Plan

Student Experience

Ensuring the 'student voice' remains at the heart of decision making, with emphasis on holding leaders to account for delivering an exceptional student journey to meet the college's needs and to ensure future success.

Quality

Holding executive leaders to account for the educational performance and quality of the college's provision.

Simplification of Information

Leverage a range of concise and targeted reports, key performance indicators and benchmarking data to identify trends and enable a holistic approach to decision making.

Risk Management

Robustly monitor risks associated with the student experience, quality and recruitment.

Curriculum Development

Ensure the college curriculum is accessible to all, meets the needs of stakeholders and has clear pathways for progression.

Strategic Focus

Adopt a 'future proofing' mindset to curriculum intent and delivery, with a particular focus on local skills need, stakeholder engagement and partnerships, whilst keeping the student experience at the forefront of decision making.