

Curriculum, Skills & Quality Committee

Terms of Reference – 2023-24

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 five further members of the Board, which may include Independent, Staff and Student Governors and of which, the following will be a member: <ul style="list-style-type: none"> ○ The Vice Chair of the Board – Curriculum & Student Experience ○ Safeguarding Link Governor
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 (CEO & Principal) • Vice Principal – Student Experience • Vice Principal – Business Development
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. ○ Equity, diversity 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.

Student Experience	<ul style="list-style-type: none"> To monitor equity of opportunity and inclusive learning for all students at the College. 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	<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
Annual Reports			
1. Equity, Diversity & Inclusion Report & Action Plan	-	Board	Annual
2. Local Skills Improvement Plan (LSIP) Contribution Report	-	Board	Annual
3. Safeguarding & Prevent Report	-	Board	Annual
4. Self-Assessment Report (2022-23) & Quality Improvement Plan (2023-24)	-	Board	Annual
5. 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. Equity, Diversity & Inclusion	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 19th June 2023
- ESCG Board Approval 3rd July 2023

Appendix A – Committee Context

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.

