

Standards Committee

1 CONSTITUTION

The Standards Committee is formally constituted as a committee of the Corporation of Northumberland College in accordance with the Articles and Instrument of Government.

2 PURPOSE

- 2.1 To review target achievements of the previous year's against consideration of the coming year's targets and to recommend as appropriate those targets to the governing body.
- 2.2 To keep under review all issues relating to the academic performance of the College, including:-
 - student offering and performance
 - league tables and performance indicators
 - self-assessment of the College curriculum
 - action plans resulting from inspections of academic performance
- 2.3 To ensure appropriate targets are set at course, curriculum area and College level and to review performance against targets.
- 2.4 To ensure that planned enrolment targets are formally reviewed and approved prior to the start of the academic year by the most appropriate committee.
- 2.5 To set, implement, monitor and evaluate a quality improvement strategy.
- 2.6 To monitor, evaluate and keep under review the Strategic Plan.
- 2.7 To implement, monitor and evaluate good governance standards online toolkit.

3 MEMBERSHIP

- 3.1 The Committee shall comprise 5 members of the Corporation, including:
 - the Principal
 - at least one staff member
- 3.2 The Committee may co-opt up to two additional members

- 3.3 The quorum for meetings of the Committee shall be three.
- 3.4 The Committee will elect a chairman from amongst its members.
- 3.5 The Vice Principal for Curriculum and Quality and the Assistant Principal for Quality and Internal Services will normally attend meetings of the Committee.
- 3.6 Any member of the Corporation can attend a meeting of the committee. In the absence of a committee member from any meeting a Corporation member may be appointed as a nominee for that meeting and be eligible to count towards the quorum for that meeting.
- 3.7 The Committee may invite other persons to attend if it deems it necessary.
- 3.8 The Clerk to the Corporation or approved deputy shall act as Clerk to the Committee.

4 FREQUENCY

The Committee shall meet at least three times each year:-

- In December to review the previous year's SAR and agree targets for the current year via the QIP.
- In February to consider progress towards the improvement action plans and to review performance indicators.
- In June to review learner satisfaction, staff development and performance indicators.

5 AUTHORITY

The Committee may not incur any expenditure without the prior approval of the Corporation.

6 REPORTING PROCEDURES

- 6.1 The Clerk shall circulate the agenda and papers of the Committee to all Corporation members.
- 6.2 Minutes of meetings shall be circulated to all members of the Corporation and shall be agenda items at meetings of the Corporation.

7 ADOPTION

These terms of reference were adopted by the Corporation at its meeting of 30 November 1999 and amended at its meeting on 3 December 2002 and amended on 30 September 2008.