

CURRICULUM, QUALITY AND STUDENT EXPERIENCE COMMITTEE

29 May 2024

Terms of Reference and Committee Review

1.0 PURPOSE OF PAPER

For discussion

- 1.1 To discuss the Committee's Terms of Reference (ToR) and Annual Effectiveness Review and agree timescales for completion.

2.0 EXECUTIVE SUMMARY

- 2.1 The Committee ToR were reviewed and approved by Board in October 2023.
- 2.2 An annual cycle of revision will now be undertaken at the last Committee meeting of the academic year to check that the ToR covered all pertinent Committee business and that Committee business carried out reflected the ToR.
- 2.3 Members are asked to consider if the current ToR should be amended.
- 2.4 The current ToR are attached at the end of the paper.
- 2.5 It is good practice that the Committee carry out a self-assessment each year.
- 2.6 The last self-assessment form is attached.
- 2.7 Members are asked to consider the questions/statements as to whether they are relevant and useful in helping to feed back into Member development or Committee processes.

3.0 RECOMMENDATION

- 3.1 Members review the ToR and self-evaluation questions/statements and agree any amendments or approve as is.

4.0 IMPLICATIONS AND CONSIDERATIONS

4.1 Financial Implications

There are no direct financial implications from the contents of this report.

4.2 Learner Implications

There are no direct learner implications from the contents of this report.

4.3 Staff Implications

There are no direct staff implications from the contents of this report.

4.4 Equality and Diversity Implications/Equality Impact Assessment

There are no direct equality implications from the contents of this report.

4.5 Sustainability/Environmental Implications

There are no direct sustainability implications from the contents of this report.

5.0 RISK COMMENTARY

5.1 n/a

6.0 CONCLUSION

6.1 Once complete the self-evaluation review will be collated by the Board Secretary with results reported at the next Committee meeting.

I Earp, Board Secretary

Previous Board or College Committee Approvals:

None

Alternative formats

If you need access to a college document in an alternative format, for example, accessible PDF, large print, easy read, audio recording and braille:

- Complete an accessibility request form by [clicking on this link](#).
- Call **01896 66 26 00** and ask to speak with the Marketing Team.

We will consider your request and get back to you within 5 working days.

Translate documents from this website into other languages

You can download any of our published documents and translate them into many languages. Please click this link to use [Google Translate](#)

For publication <input checked="" type="checkbox"/>	Not for publication <input type="checkbox"/> If not, why not?
--	--

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 Assistant Principal Curriculum and Quality and the Assistant Principal Curriculum 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 Future Skills Strategy to ensure that the needs and requirements of the learners, stakeholders and employers are being met.

Key Items:

- Oversight of Future Skills Strategy including oversight of quality standards and relevant KPIs;
- Approval of Outcome Agreement and Evaluation and Enhancement Plan;
- Monitor and oversee the Corporate Parenting Plan;
- Borders College Student Association (BCSA) relationship; and
- Oversight of Equality and Diversity plans and reports.

2.1 To oversee the Future Skills 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 oversee and approve, the Outcome Agreement for approval by the Regional Board;
- 2.4** To consider the Evaluation Report and Enhancement Plan and recommend approval to the Regional Board;
- 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.

Approved by the Board – 1 Dec 2022 Date of next review – June 2023

Curriculum, Quality and Student Experience (CQSE) Committee

Self-Assessment Review

Self-assessment of the work of the Finance and Resources Committee is an important part of the whole College's continuous improvement and quality agenda. The results of this questionnaire will be collated and findings reported to the Board.

Please answer each of the following questions using the rating scale shown.

Strongly disagree 1	Disagree 2	Agree 3	Strongly agree 4	Not sure 5
------------------------	---------------	------------	---------------------	---------------

A	The Role of Members	
1	CQSE Committee members clearly understand their roles and responsibilities and the part they play individually in the Committee.	
2	There is training and mentoring available to help Committee Members fulfil their role.	
B	Committee Member Skills and Expertise	
3	CQSE Committee members have the right skills and expertise to enable them to challenge effectively.	
4	The Chair has the appropriate skills and experience, and encourages open discussion and effective scrutiny.	
C	Behavioural and Operational Aspects of the Committee	
5	The CQSE Committee demonstrates an independent and challenging approach to its role.	
6	Committee business is adequately reported to the College Regional Board both following each meeting and in an annual report.	
D	Information and Support	
7	CQSE Committee members receive reports that are comprehensive but concise and tailored to their needs, and the information they receive is robust and objective.	
8	All papers are circulated sufficiently in advance (and none tabled) and distributed in sufficient time for members to give them due consideration, and papers make it clear to Committee members what they are being asked to do or agree.	

E	Activities and Functions	
9	The CQSE Committee considers reports and recommendations relevant to their Terms of Reference and their Terms of Reference are clear and encompassing of the role of the Committee.	
10	The Committee has an adequate and clear role in the review and compliance with all relevant legal and regulatory matters pertinent to their business.	
F	Review of Committee Effectiveness	
11	The CQSE Committee assess its performance and effectiveness on a regular basis.	
12	The Committee is aware of its role in terms of compliance, reporting and legislation.	

If you have answered not sure or disagree to any statement, please provide a short explanation as to why to assist in finding a way forward to improve the Committee's performance.

Please use this space if you would like to provide any further comments.