

THE SIXTH FORM COLLEGE, COLCHESTER
CURRICULUM AND STANDARDS COMMITTEE

Terms of Reference

ADMINISTRATION

1. Membership will consist of:

Chair of the Governing Body (Ex Officio)
Vice Chair of the Governing Body (Ex Officio)
The College Principal
At least four other Governors Observers will include senior curriculum staff of the College as appropriate.

Committee membership will be reviewed annually at the commencement of the academic year.
2. A minimum of three governors would constitute a quorum.
3. The election of a Chair for the Committee will be reviewed every two years.
4. The Committee will normally be expected to meet twice a year. The Chair of the Committee or a Committee Quorum i.e. 40% of the Committee Membership in consultation with the Clerk and other members of the Committee can call a further meeting(s) or reschedule a meeting if this becomes necessary.
5. The Committee shall be clerked by the Clerk to the Governing Body (or their deputy).
6. Any Governor may attend a committee meeting. The Committee may invite other representatives to attend meetings for particular agenda items, as appropriate. Only members of the committee are entitled to vote.
7. Committee Minutes shall be presented to the full Governing Body.

TERMS OF REFERENCE

- a) To be aware of any proposed changes in College curriculum and assessment in order that they may advise the full Governing Body regarding strategic developments.
- b) To keep Governors informed of the relevant resourcing issues involved in Curriculum changes.
- c) To oversee and, where appropriate contribute to, the College Quality Assurance systems and procedures, including the annual departmental and college Self-Assessment reports.
- d) To monitor and review key performance indicators such as examination results, added value and retention rates and make recommendations to the full Governing Body.
- e) To review the Admissions and Disciplinary Policies operated by the College every two years and determine any changes required.
- f) To determine the procedures for student admissions appeal cases.

- g) A minimum of three members to meet and hear individual student admissions appeal cases as required. Where it is not feasible to appoint three members from this committee another governor(s) will be invited to join this committee (this shall not be either a student or staff governor).
- h) A minimum of three members shall, where possible, be drawn from this Committee and one member will be appointed chair to meet and hear student disciplinary cases as necessary. Where it is not feasible to appoint three members from this committee another governor(s) will be invited to join this sub-committee (this shall not be either a student or staff governor).
- j) To monitor, review and make recommendations to the Full Governing Body regarding the setting of College targets including consideration of national benchmarking data.
- k) To monitor, and on behalf of the Governing Body approve all student residential trips and visits.
- l) To receive all 14-19 Planning Group reports.

Current membership:
(15/09/2009)

Governors

Moira Collett (Committee Chair & Vice-Chair of Governing Body)

Peter Barker

Andy Beatty

Elizabeth Blundell

Andrew Claiborne (Chair of Governing Body)

Mary Frank

Ian MacNaughton

Carol McAuley

David Morran

Observers

Adrian Frost

Frances Grew

Jan Harker

Martin Sparks

Ian Thompson