

STANDARDS AND PERFORMANCE MONITORING COMMITTEE TERMS OF REFERENCE

The Corporation recognises that the Corporation Members are ultimately responsible for the educational character and quality of education provided by the College.

To assist the Corporation in the achievement of this objective, the Standards and Performance Monitoring Committee has delegated authority to ensure that necessary arrangements are in place to assure the quality and standards of the College work and, where necessary, to ensure corrective action.

1. Approve on behalf of the Corporation a College policy for Quality.
2. Consider annually the effectiveness of the systems put in place by the College to ensure quality.
3. Monitor the College's performance particularly in relation to student retention, achievement, attendance, destination and value added and recommend to the Corporation annual targets in these areas, and monitor the College's progress towards achieving them
4. Monitor the preparation of the annual Self-Assessment Report and, where appropriate, any arrangements in relation to Inspection.
5. Monitor the implementation of Action Plans arising from Inspections.
6. Review annually the effectiveness of the College's Self-Assessment procedures and the effectiveness of the actions taken to improve standards.
7. Review the analysis of the student, employer and parental survey on perception of College surveys and draw the attention of the Corporation to matters of concern.
8. Receive and monitor on an annual basis information in relation to complaints and compliments and draw any trends to the attention of the Corporation as necessary. Receive feed-back from stake-holders.
9. To facilitate its understanding of academic issues, the Committee will regularly receive reports from Heads of School/Service and review at that time the Action Plan relating to that area, particularly concentrating on the achievement, retention and attendance data.
10. To periodically review the Student Disciplinary Policy and approve changes on behalf of the Corporation.
11. The Committee would receive and review reports from external agencies relating to quality and curriculum matters.

MEMBERSHIP

The membership of the Committee will be the Principal of the College and up to 6 members of the Corporation.

QUORUM

1. Committees shall be quorate when 3 members are present.
2. If fewer than 3 members are present, the business may still take place but any decision will require ratification by the Corporation.

COMMITTEE CHAIR

1. The Committee will elect a Chair from their number in accordance with the procedure as specified in the Standing Orders of the Corporation. The term of office for the Committee Chair will normally be two years unless a vacancy occurs, when the post will be filled for the outstanding period of office of the outgoing Chair.
2. The Committee will not normally appoint a Vice-Chair.
3. If the Committee Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number.

CLERKING ARRANGEMENTS

The Clerk to the Corporation will ensure that appropriate clerking arrangements are in hand for the Committee. Normally this will be the Clerk to the Corporation.

FREQUENCY OF MEETINGS

The Standards and Performance Monitoring Committee to meet 4 times per year and at such other time or place as may be determined by the Chair.

STANDING ORDERS

The Corporation Standing Orders will apply to the running of the Committee as appropriate.