

## **Governors' Curriculum standards and Quality Committee**

### **TERMS OF REFERENCE**

#### **MISSION STATEMENT:**

We at St Francis Xavier College aim to provide for the educational needs of our students in a Catholic environment that proclaims Jesus Christ, the Way, the Truth and the Life. We are committed to a community based on mutual respect where we recognise our responsibilities to ourselves and others.

#### **1. PURPOSE AND SCOPE:**

- 1.1. To fulfil Governors' responsibilities<sup>1</sup>: approving the Quality Strategy of the College; the preservation and development of the educational character and mission of the College and the oversight of its activities.**
- 1.2. To keep under review and monitor the experience and levels of achievement of students at St Francis Xavier College**
- 1.3. To set and keep under review the framework for the pay and conditions of service<sup>2</sup> of staff employed at St Francis Xavier College**

#### **2. MEMBERSHIP & ATTENDANCE:**

- 2.1.** The Committee shall comprise of at least 6 members appointed by the Board of Governors (who may or may not be members of the Board of Governors) plus the Principal and the Associate Principal, Curriculum & Quality Improvement.
- 2.2.** Staff and Student Governors shall not be eligible to serve on this committee.
- 2.3.** The Chair of the Committee shall be a governor member (excluding the Principal) and will be s/elected by the Committee to serve for a term of 2 years and shall be eligible for re-s/election
- 2.4.** The Committee will also s/elect a governor (excluding the Principal) to serve as co-Chair for a term of 2 years who shall be eligible for re-s/election.
- 2.5.** The Committee may invite advisers or other third parties to attend, or give presentations, at meetings of the Committee as appropriate (such persons shall not have a vote but shall be entitled to speak at the meeting).
- 2.6.** The Clerk to the Governors shall act as Clerk to the Committee.
- 2.7.** The Chair of Governors shall be entitled to attend meetings.
- 2.8.** The Committee will meet once a term<sup>3</sup> and report to the full Governing Body.
- 2.9.** The agenda for each meeting shall be circulated to all governors and any of them (other than staff or student governors) may attend as non-members.

The quorum for decision making at meetings of the Committee shall be any three governor members and the Principal or Associate Principal, Curriculum & Quality.

#### **3. TERMS OF REFERENCE**

- 3.1.** To receive and scrutinise the College's annual Self-Assessment Report (SAR) and Quality Improvement Plan and present for approval to the Governing Body
- 3.2.** To monitor progress of curriculum areas identified as requiring improving in the SAR / QIP / post-inspection action plan
- 3.3.** To receive, scrutinise and monitor exam results and outcomes

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<sup>1</sup> Article of Government 5 (2) 2015

<sup>2</sup> Article of Government 5-(2) (f, g) 2015

- 3.4. To agree and receive regular reports on performance indicators eg success rates, retention, achievement, value added, attendance and punctuality.
- 3.5. To receive regular monitoring reports on the quality of teaching, learning and assessment including lesson observation summary reports and learner walks outcomes
- 3.6. To receive departmental / course monitoring reports as required. The Committee may receive reports focussing on curriculum initiatives and development presented by College managers other than members of the committee.
- 3.7. To ensure that the curriculum provision of the College is kept under review and that it anticipates and meets the needs of students, parents, the Archdiocese of Southwark and other stakeholders. To monitor and review biennially the College's Quality Strategy and recommend this for approval to the Governing Body
- 3.8. To review the three year Strategic Development Plan and receive annual strategic priorities agreed by the Principal.
- 3.9. To consider the requirements of the OfSTED Common Inspection Framework in relation to Outcomes for Learners(OL) and Teaching, Learning and Assessment (TLA)
- 3.10. To receive regular reports on the students' and adult learners' experience of SFX including learner voice feedback, student surveys and complaints relating to teaching and learning and/or assessment
- 3.11. To advise the Governing Body on all strategic personnel issues, which may include staffing and recruitment and development of staff, including senior staff
- 3.12. To present for adoption by the Governing Body, as necessary and after the required consultation, policies and procedures relating to employment, including, but not limited to, recruitment, induction, appraisal, discipline and grievance, equality and diversity.
- 3.13. To advise and support the Principal on any employment matters concerning her delegated responsibilities for the appointment, assignment, grading, appraisal, development and performance management of staff
- 3.14. To recommend to the Governing Body the designation of senior posts and the composition of the selection panel for senior Catholic posts and the Clerk to the Governors, in accordance with the Instrument and Articles<sup>4</sup> of Government and the standing orders and by-laws of the Governing Body<sup>5</sup>.
- 3.15. To advise the Governing Body that procedures are in place for consultation with staff and Trade Unions on national and local issues and developments in staff conditions of service - and to advise the Governing Body of any collective bargaining arrangements that are in place, ensuring awareness of any changes that may be made to these.
- 3.16. To consider the skills and expertise of candidates / applicants for (re)appointment as co-opted governors and make recommendations to the Governing Body.
- 3.17. To monitor the training and development of governors and the Clerk to the Governors
- 3.18. **APPEALS:**  
To be responsible for hearing or for convening an Appeal Panel of at least three Governors to hear Appeals for example an appeal against dismissal. The Chair of the Appeal shall be a Foundation Governor. To keep under review guidelines and training for governors hearing appeals.

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<sup>4</sup> Article 19 2015

<sup>5</sup> Currently restricted to the remit of the Remuneration Committee