

Terms of Reference of Curriculum and Student Affairs Committee

1. Membership/Attendance

- (a) The Committee shall comprise of at least two non-executive Board Members, one of whom will be appointed Chair. The Principals of NCL and SLC are also members of the Committee as are the teaching staff representatives and student representatives of NCL and SLC. The Chair of the Lanarkshire Board is also a member. Any other member of the College's Senior Management Team must not be a member of the Committee though they may be in attendance at Committee meetings at the discretion of the Committee.
- (b) The Committee may, if it considers it necessary or desirable, co-opt non-executive members who are not members of the Board of Management but have particular relevant experience or expertise. Such members will not normally be appointed Chair of the Committee and will not have a vote.
- (c) Members may be excluded from membership of the Committee if (based on objective criteria) their membership is perceived as compromising the Committee's objectivity or independence. Such a decision will require the approval of the Board of Management.
- (d) Individuals may remain members of the Committee for as long as they are Board Members.

2. Quorum

The quorum for meetings of the Curriculum and Student Affairs Committee shall be three Board members.

3. Proceedings of the Committee

- (a) The Committee shall meet not less than three times per year timed to coincide with the reporting deadlines for meetings of the Lanarkshire Board.
- (b) The Committee has the authority to investigate any matters within its terms of reference.

4. Reporting by the Committee

The Chair of the Committee will report on every meeting of the Committee to the Board of Management. This will include circulation of Committee Meeting minutes to Board Members.

5. Duties of the Curriculum and Student Affairs Committee

The Committee shall be responsible for the following matters:-

- The committee will take cognisance of the requirements of the Code of Good Governance

- Ensure the Lanarkshire Board and NCL and SLC provide a curricular provision which supports both local and national economic and skills requirements.
- Ensure and monitor the delivery of the Regional Outcome Agreement
- Analyse and evaluate appropriate market research information and provide advice on future regional curricular activity.
- Ensure that resource requests for regional curricular growth are supported by demonstrable market research and are focused on the needs of students
- Oversee and promote initiatives to widen access and extend progression opportunities.
- Monitor quality improvements throughout the two Lanarkshire Colleges' activities with particular reference to services to students.
- Receive and discuss student feedback on the quality of provision provided to the range of student groups within the two Lanarkshire Colleges and to receive reports on the effective running of the Student association and student elections.
- Ensure Colleges funds to support students welfare including Bursaries, Hardship Funds and Access Funds are utilised effectively.
- Analyse appropriate performance indicator data on the two Lanarkshire Colleges' performance and promote quality improvement initiatives where need is identified.
- To receive reports and information from the Assigned College SLC necessary to fulfil the committee's Regional Strategic Body responsibilities as defined by the enabling legislation.

6. **Effectiveness of the Curriculum and Student Affairs Committee**

Assessment of the effectiveness of the Committee will comprise:

- (a) Self-assessment by the Committee and feedback from the Colleges' senior management.
- (b) Feedback from Internal and External Auditors
- (c) A review by the Board of Management.
- (d) The assessment may be carried out by external consultants provided that they are not the provider of the internal or external audit service.
- (e) The assessment will include checking compliance with the Code of Good Governance.

Approved by the Board 21st March 2016