



NORTH KENT COLLEGE CORPORATION BOARD

QUALITY & STANDARDS COMMITTEE

TERMS OF REFERENCE

JUNE 2026

1. Definitions (Quality & Standards Committee)

For the purposes of these Terms of Reference, the following definitions apply:

Corporation / Board

The Corporation of North Kent College, being the governing body responsible for the strategic direction, educational character, quality, standards and overall performance of the College.

Committee

The Quality & Standards Committee of the Corporation.

Chief Executive / Chief Accounting Officer

The Chief Executive of the College, who is also designated as the Accounting Officer and is accountable for the effective operation of the College and the proper use of public funds.

Senior Leadership Team

The senior leaders of the College responsible for the delivery, monitoring and improvement of curriculum, quality, student outcomes, safeguarding, learner experience and related operational activity.

Deputy Executive Principal – Teaching, Learning & Improvement

The senior leader responsible for leading teaching, learning, assessment, quality improvement and related assurance activity across the College.

Deputy Executive Principal –Curriculum & Strategy

The senior leader responsible for curriculum strategy, curriculum planning, curriculum performance and alignment with the College's strategic priorities and skills agenda.

Quality Improvement Plan / QIP

The College's formal improvement plan setting out actions to improve the quality of education, student outcomes, teaching, learning and assessment, and other quality-related priorities.

Self-Assessment Report / SAR

The College's annual self-assessment of the quality and effectiveness of its provision, used to identify strengths, areas for improvement and strategic quality priorities.

Accountability Statement

The annual statement required by the Department for Education setting out how the College will contribute to meeting national, regional and local skills needs.

Ofsted Education Inspection Framework

The inspection framework used by Ofsted to inspect education and skills providers, including further education colleges.

Office for Students / OfS

The regulator for higher education in England, responsible for regulating quality, standards and student outcomes in higher education provision.

Learner Voice

The mechanisms used by the College to gather, review and respond to feedback from students and apprentices.

Safeguarding

The statutory and organisational arrangements in place to protect students, apprentices and vulnerable adults from harm.

Prevent Duty

The statutory duty requiring relevant bodies, including colleges, to have due regard to the need to prevent people from being drawn into terrorism.

Equality, Diversity and Inclusion / EDI

The College's arrangements to promote equality of opportunity, inclusion, respect and fairness across its provision and community.

2. Membership & Operation

2.1. The Committee shall comprise at least five Corporation members, plus any co-opted members appointed by the Corporation.

2.2. The Committee should include members with an appropriate mix of skills, knowledge and experience to discharge its duties effectively, including experience or understanding of education, curriculum, quality assurance, safeguarding, learner experience, inclusion, employer engagement, higher education and skills.

2.3. The Chair of the Committee shall be appointed by the Corporation.

2.4. In the absence of the Chair, members attending the meeting shall appoint one of their number to chair that meeting.

2.5. The quorum for meetings of the Committee shall be three Corporation members.

2.6. Any governor who is not a member of the Committee may attend in a non-voting capacity.

2.7. The Committee may invite advisers, staff, students, employers or other third parties to attend meetings as appropriate. Such persons shall not have voting rights but may speak at the invitation of the Chair.

2.8. The Clerk & Governance Advisor to the Corporation shall act as Clerk to the Committee.

2.9. The Committee shall meet at least three times per year.

2.10. The Deputy Executive Principal – Teaching, Learning & Improvement and Deputy Executive Principal – Strategy & Curriculum shall normally attend meetings of the Committee. Other senior leaders, including relevant Vice Principals, curriculum leaders, safeguarding leads or other staff may attend where matters within their area of responsibility are under consideration.

3.1. Purpose

3.1.1. To advise the Corporation on matters concerning the quality and effectiveness of education programmes for young people (including the 14–16 curriculum), adult learning programmes, apprenticeships, and higher education provision and the periodic review of the commercial provision. Of particular note will be the quality and effectiveness of provision for students with high needs and vulnerable learners, including compliance with relevant statutory and regulatory requirements.

3.1.2. To advise the Corporation on matters concerning the quality and effectiveness of provision at each of the College's four campuses.

3.1.3. To review and recommend to the Corporation the College's Quality Improvement Strategy and associated Quality Improvement Plan (QIP).

3.1.4. To review and recommend to the Corporation appropriate annual targets for students, learners and apprentices relating to recruitment, attendance, punctuality, retention rates, pass rates, achievement rates (formerly success rates), students' progress and progression, participation and development, sustained positive destinations into employment, apprenticeships or further/higher study, including apprenticeship achievement, timely achievement and employer responsiveness, embracing all provision.

3.1.5. To monitor the relevant KPIs and significant or material risks and assurance concerns from the College KPI framework and Strategic Risk Register assigned to the Committee and escalate material risks to the Audit Committee and Corporation Board.

3.1.6. To rigorously monitor the curriculum elements of the Strategic Plan and the progress made in respect of the Quality Improvement Plan, including the extent of achievement against targets and the impact upon students' retention, pass and achievement, their progress and progression/destinations and contribution to meeting local, regional and national skills needs.

3.1.7. To note, and to advise the Corporation of, aspects of curriculum performance which may influence decisions on the further development of the College's curriculum, including alignment with Local Skills Improvement Plans (LSIPs), the Department for Education Accountability Agreement and contribution to the development and monitoring of the College Accountability Statement, and employer demand.

3.1.8. To review the above performance against relevant national, regional and sector performance data and consider trends in the College's performance year on year.

- 3.1.9. To rigorously monitor the quality and effectiveness of the College's teaching, learning and assessment, including the consideration of lesson observation outcomes, quality assurance activity, and performance management.
- 3.1.10. To consider reports on students', learners' and apprentices' experiences of their teaching, learning and assessment, including the review of learner, apprentice, employer and stakeholder responses to surveys and questionnaires and learner voice activity.
- 3.1.11. To receive, consider and recommend to the Corporation the Annual HE Report and provide assurance that the College's higher education provision continues to meet relevant Office for Students quality and standards requirements.
- 3.1.12. To ensure that the College undertakes systematic and rigorous self-assessment which is appropriately validated and aligned to relevant inspection and regulatory frameworks.
- 3.1.13. In partnership with the College's senior managers, systematically and thoroughly consider the College's annual Self-Assessment Report, making subsequent recommendations to the Corporation.
- 3.1.14. To consider the Quality Improvement Plan arising from the College's annual Self-Assessment Report and to advise the Corporation about any significant matters and recommendations arising from their review.
- 3.1.15. To receive termly safeguarding and Prevent reports, together with the Annual Safeguarding Report, and provide assurance to the Corporation that statutory safeguarding, Prevent and student welfare duties are being effectively discharged and that appropriate arrangements are in place relating to student welfare, wellbeing, equality, diversity and inclusion.
- 3.1.16. To monitor and advise the Corporation on the College's position against relevant Ofsted inspection framework expectations, including leadership and governance, contribution to meeting skills needs, inclusion, safeguarding, participation and development, achievement, and curriculum, teaching and training.
- 3.1.17. To monitor achievement gaps and participation trends for vulnerable and underrepresented learner groups and review actions to improve equality of opportunity and outcomes.
- 3.1.18** To provide assurance to the Corporation Board regarding the overall quality of education, student outcomes, learner experience and standards across the College.

4. Reporting Responsibilities

- 4.1** The Chair of the Committee shall report to the Corporation Board following each meeting on matters within the Committee's remit.
- 4.2** The Committee shall make recommendations to the Corporation Board where approval, action or improvement is required.

4.3 The Clerk & Governance Advisor to the Corporation shall circulate minutes of Committee meetings to all Corporation members.	
5.1. Amendment	
5.1.1. These Terms of Reference may only be amended by the Corporation.	
5.1.2. The Committee shall review these Terms annually and recommend changes to the Corporation.	
Reviewed	June 2026
Board approved	

APPENDIX A – QUALITY & STANDARDS COMMITTEE BUSINESS SCHEDULE 2026/27

Quality & Standards Committee – Overview and Assurance Role

The Quality & Standards Committee is a standing committee of the Corporation Board and is responsible for providing assurance to the Board regarding the quality and effectiveness of the College's curriculum provision, learner outcomes, safeguarding arrangements and student experience.

The Committee supports the Corporation Board in discharging its statutory and strategic responsibilities relating to:

- quality of education;
- curriculum performance;
- teaching, learning and assessment;
- safeguarding and Prevent;
- equality, diversity and inclusion;
- learner welfare and wellbeing;
- accountability and regulatory compliance; and
- responsiveness to local, regional and national skills priorities.

The Committee provides scrutiny, challenge and assurance regarding:

- the College Self-Assessment Report (SAR);
- the Quality Improvement Plan (QIP);
- student outcomes and learner destinations;
- apprenticeship, higher education and high needs provision;
- Office for Students requirements;
- the Department for Education Accountability Agreement;
- Ofsted inspection readiness and inspection framework expectations; and
- the quality and effectiveness of provision across all campuses and delivery locations.

The Committee operates in an advisory and assurance capacity and makes recommendations to the Corporation Board on matters within its remit.

Autumn Term (October)

Quality Improvement & Curriculum Performance

- Curriculum Performance Dashboard

- Review of College Position against the Ofsted Inspection Framework / Expected Standards
- Teaching, Learning & Improvement Report
- English & Maths Performance Dashboard

Curriculum Data & Student Outcomes

- Student Outcomes Report
- Recruitment Dashboard and Enrolment Update
- Attendance, Retention, Achievement and Progression Dashboard
- Apprenticeship Performance Dashboard
- Student Survey Report – Exit survey
- High Needs / SEND Provision Update
- Technical Excellence College

Learner Experience & Inclusion

- Learner Voice Report
- Student Survey Outcomes /Exit Survey
- Equality, Diversity & Inclusion Update
- Student Welfare and Personal Development Update

Safeguarding & Compliance

- Annual Safeguarding & Welfare Report
- Annual Safeguarding Policy Review
- Prevent Duty Update
- Annual Higher Education Report and OfS Compliance Assurance

Spring Term (February)

Quality Monitoring & Improvement

- Curriculum Performance Dashboard
- Teaching, Learning & Assessment Report
- Quality Assurance and Observation Outcomes

Student Outcomes & Performance

- Apprenticeship Performance Report
- Higher Education Provision Performance Report
- Attendance, Retention and Achievement Dashboard
- Progression and Destinations Update
- Technical Excellence College

Learner Experience

- Student Voice Report
- Student Survey Report 2 – Induction
- Complaints and Compliments Analysis
- Learner Engagement and Participation Update

Safeguarding & Welfare

- Termly Safeguarding Report
- Prevent Monitoring Update
- Student Welfare and Wellbeing Update

Strategic Oversight

- Curriculum Risk Review linked to Strategic Risk Register
- Local Skills Improvement Plan (LSIP) Alignment Update
- Accountability Statement Progress Monitoring

Summer Term (April)

Quality Improvement & Curriculum Planning

- QIP Monitoring Dashboard
- Curriculum Performance Dashboard
- Teaching, Learning & Assessment Update
- Curriculum Planning Update
- Annual Self-Assessment Report Development Update

Student Outcomes

- Apprenticeship Performance Dashboard
- Learner Destinations Report
- English & Maths Performance Report
- Attendance, Retention and Achievement Dashboard
- Technical Excellence College

Learner Experience & Inclusion

- Student Survey 2 On Programme Outcomes
- Learner Voice Report
- Equality of Opportunity and Achievement Gaps Review

Safeguarding & Welfare

- Termly Safeguarding Report
- Prevent Duty Update
- Student Welfare and Personal Development Update

Strategic & Regulatory Assurance

- Draft Annual Accountability Agreement / Accountability Statement
- Ofsted Readiness and Inspection Framework Monitoring
- Higher Education / Office for Students Compliance Update
- Review of Emerging Curriculum Risks and Sector Developments

Flexibility of Business

This annual business cycle sets out the core cycle of quality, curriculum, safeguarding and learner experience business to be considered by the Quality & Standards Committee during the academic year. It is intended to support effective planning, assurance and regulatory compliance.

The schedule is not exhaustive and business may be re-prioritised, deferred or supplemented during the year in response to emerging risks, changes in regulatory requirements, inspection activity, sector developments or matters requiring urgent consideration.

The Chair of the Committee, in consultation with the Chief Executive/Executive Principal and Clerk & Governance Advisor to the Corporation, may amend agendas or introduce additional items as necessary to ensure the Committee continues to discharge its responsibilities effectively.