



DCG CORPORATION - CURRICULUM PERFORMANCE COMMITTEE TERMS OF REFERENCE

1. The Curriculum Performance Committee is a committee of the Corporation.

Although there is no requirement to form a Curriculum Performance Committee, the Corporation strongly believe there should be a forum that enables focus on, and scrutiny of, curriculum performance, including the quality of teaching and learning. This forum will provide an opportunity for Governors to become more closely involved in the development of the curriculum and the organisation's pursuit of high standards in all aspects of its work.

2. The Committee shall consist of a minimum of four members appointed by the Corporation.

Membership may include additional persons with relevant experience who are not Governors who have been recommended by the Search & Governance Committee, and approved by the Corporation, to be Co-opted External Members of the Committee.¹

3. The Committee shall be served by the Clerk to the Corporation.
4. The Chair, if not appointed by the Corporation, shall be elected from within and by the members of the Committee.
5. The quorum shall be three members of the Committee, excluding any external co-optees. In the event of the Chair being unable to attend, the remaining members shall elect a Chair from among those present.
6. The Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. It is expected minimum membership from the organisation's staff will include the Deputy Chief Executive, Deputy Principal and Vice Principal – Quality of Education.
7. The Committee shall: -
 - Oversee curriculum, apprenticeship, adult, higher education partner performance and impact.
 - Oversee teaching and learning performance and impact.
 - Monitor and review education progress and outcomes
 - Recommend and monitor progress towards the Quality Improvement Plan.
 - Review compliance and effectiveness of statutory policies and procedures, which include equality and diversity and safeguarding (including Prevent).

¹ Co-opted External Members have no voting rights



- Recommend quality targets/ key performance indicators (KPIs) and monitor in-year performance via KPIs, such as retention and attendance and assess actions to improve if necessary.
 - Review end of year predictions and assess plans intended to address any identified issues.
 - Actively participate in the annual self-assessment review and make recommendation to the Corporation on the organisation's overall self-assessment.
 - Review the organisation's performance with the performance of similar institutions nationally where relevant.
 - Monitor risks that affect the curriculum and quality of the organisation.
 - Maintain oversight of the performance of the College's nursery provision.
 - Maintain overview of requirements of Ofsted's Common Inspection Framework for Further Education and Early Years (College Nursery).
 - Receive regular updates on complaints and compliments, monitoring common themes.
 - Monitor and review the student experience and student satisfaction .
 - Oversee the development of a strategic careers plan and monitor learner destinations annually and relevance to programme of study.
 - Oversee the HE and compliance against the OFS conditions of funding (see Appendix 1)
8. The Committee has no power to make spending decisions outside of the annual budgeting process. Any additional requirements to allocate resources are to be referred to the Corporation.
9. The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy at paragraph 5 above) to exclude any, or all, participants and observers, except the Clerk to the Corporation.
10. The Minutes of the Committee shall be submitted to the next full meeting of the Corporation for information and/or approval as appropriate.

Agreed by the Committee 17 February 2015
Reviewed by the Curriculum Performance Committee on 1 December 2022
Approved by the Corporation on 12 December 2022
Reviewed by the Curriculum Performance Committee on 12 September 2023
Approved by the Corporation on 23 October 2023
Reviewed by the Curriculum Performance Committee on 25 September 2024
Approved by the Corporation on 21 October 2024
Reviewed by the Curriculum Performance Committee on 30 September 2025
Approved by the Corporation on 22 October 2025

APPENDIX 1

Monitoring compliance against the OFS conditions and oversee the OFS are informed accordingly should any breaches to compliance occur.

- Review and recommend for approval by the OFS an Access and Participation Plan (A1)
- Ensure the Group deliver well designed courses and that provide a high-quality academic experience for all students and enables a student's achievement to be reliably assessed. (B1)
- Monitor the higher education students' academic experience from admission through to completion, ensuring they receive the support required to succeed in and benefit from higher education. (B2)
- Monitor academic performance by using agreed and accepted KPIs, which are stretching and attainable, ensuring the Group delivers successful outcomes for all of its students which are recognised and valued by employers and/or enable further study. (B3)
- Gain assurance qualifications awarded to students will hold their value at the point of qualification and over time, in line with sector recognised standards.(B4)
- Monitor that courses delivered meet the academic standards as they are described in the Framework for Higher Education Qualifications at Level 4 or higher. (B5)
- Oversee participation in the Teaching Excellence and Student Outcomes Framework. (B6)
- Seek assurance policies, procedures and terms and conditions have given due regard for guidance on compliance with consumer protection law. (C1)
- Ensuring student complaints are reviewed and appropriate action is taken. That the institution co-operates with the requirements of the students complaints scheme ran by the Office of the Independent Adjudicator for Higher Education, ensuring the Group complies with its duty to protect freedom of speech and academic freedom, and including its subscription requirements and that students are aware of the ability to use the scheme. (C2)
- Review and recommend for OFS approval, a student protection plan, which is appropriate for the OFS's assessment of the regulatory risk presented by the Group and for the risk for continuation of study of all its students. Ensure the implementation of the plan if such events occur and inform the OFS as outlined in their guidance. (C3)
- Oversee financial viability and sustainability. Ensure the Group has the necessary financial resources to provide and deliver HE courses as advertised and contracted to deliver and to continue to comply with all conditions of OFS registration. (D1)
- Support the Corporation in upholding the public interest governance principles (E1) by regularly reporting to the Board ensuring it understands its responsibilities to;
 - operate in accordance with its governing documents (E2)
 - deliver, in practice, the public interest governance principles that are applicable to it (E2)
 - provide and fully deliver the higher education courses advertised (E2)
 - continue to comply with all conditions of registration (E2)
- Support the Corporation in accepting responsibility for the interactions between the OFS and its designated bodies (E3)
- Oversee compliance with all conditions of registration and with the OFS accounts direction (E3)



- Make sure the Corporation notifies the OFS of any change it becomes aware of that affects the accuracy of the information contained in the provider's entry in the Register (E4)
- Ensure compliance with the OFS guidance to facilitate, in co-operation with electoral registration officers, the electoral registration of students. (E5)
- Ensure the Group publish, in the format specified by the OFS, the transparency information set out in section 9 of HERA (F1)
- Make certain the Group provides to the OFS and publishes information for a student transfer (F2)
- Oversee for the purpose of assisting the OFS in performing any function, or exercising any power, conferred on the OFS under any legislation, that the governing body (F3):
 - Provides the OFS or a person nominated with the OFS with such information, as the OFS specifies at the time and in the manner specified
 - Permit the OFS to verify or arrange for independent verification by a person nominated by the OFS of such information the OFS specifies at the time and in the manner specified and must notify the OFS of the outcome of any independent verification at the time and the manner and form specified.
 - Take such steps as the OFS reasonably requests to co-operate with any monitoring or investigation by the OFS, in particular, but not limited to, providing explanations or making available documents to the OFS or a person nominated by it or making available to members of staff to meet with the OFS or a person nominated by it.
- Make sure for the purpose of the designated data body (DDB)'s duties under the sections 64 (1) and 65(1) of HERA the Group provides the DDB with such information as the DDB specifies at the time and in the manner and form specified by the DDB (F4).
- Recommend for approval the Tuition Fees Policy and monitor. A provider in the approved (fee cap) category must charge qualifying persons on qualifying courses fees that do not exceed the relevant fee limit determined by the provider's quality rating and its access and participation plan G1).
- The Group must comply with any terms and conditions attached to financial support received from the OfS and UK Research and Innovation (UKRI) under sections 41(1) and/or 94(2) of HERA. A breach of such terms and conditions will be a breach of this condition of registration (G2).
- Monitor the timely payment of (G3):
 - The Group's annual registration fee and other OfS fees in accordance with regulations made by the Secretary of State.
 - The fees charged by the designated bodies.