

Learning & Teaching Committee

Newbattle Abbey College

Terms of Reference

1. Remit

The Learning & Teaching Committee advises the Board of Directors on all matters related to learning and teaching at the College and ensures that they are consistent with the goals and objectives of the College Strategic Plan.

2. Responsibilities

- 2.1 Scrutinise and oversee the Outcome Agreement submission for recommendation to the Board.
- 2.2 Oversee self-evaluation and enhancement plans, monitoring progress and recommending them to the Board.
- 2.3 Oversee the College's curriculum and skills offering ensuring it meets learner needs.
- 2.4 Receive and scrutinise relevant reports and surveys with regard to the learner experience, providing assurance to the Board that targets and objectives are being achieved.
- 2.5 Monitor and keep under review the section of the Risk Register pertinent to this Committee and the sources of assurance relating to those risks.
- 2.6 Scrutinise reports on applications, admissions, retention, attainment and learner destinations. Keep under review relevant Key Performance Indicators (KPIs) and associated data ensuring the Board is kept informed about progress, or otherwise.
- 2.7 Monitor access, inclusion, and equalities activity and policy across the College with regard to learners.
- 2.8 Listen to the student voice and receive regular reports from the Student Association.
- 2.9 Engage and liaise with Education Scotland and follow up reports received from Education Scotland.
- 2.10 Provide an annual report of Committee business and activity to the Board.
- 2.11 Consider any other academic audit matters that need to come to the attention of the Board.

3. Membership

The Committee comprises the Principal and at least four members of the Board of Directors, including a student member of the Board and a staff member of the Board.

The Depute Principal is in attendance as required.

The Board of Directors nominates one of its members to Chair this Committee.

4. Working Practices

The Committee will normally meet at least four times per year.

The quorum shall be 50% of members, of which at least 50% should be independent members.

The minutes of the meeting will be reported to the next appropriate Board meeting. In line with FOI (Scotland) Act 2002, some matters may be exempt from publication in the minutes for commercial or Data protection reasons.

The Secretary to the Board services this Committee.

Approved by the Board of Directors 15 June 2023