



LEARNING AND TEACHING COMMITTEE

COMMITTEE REMIT 2025-26

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1 Terms of Reference

The Board has established a Learning and Teaching Committee as a Committee of the Board to support them in their responsibilities for issues of quality, student support and engagement, performance monitoring and equalities through a process of constructive challenge.

2 Membership

- 2.1 Members of the Learning and Teaching Committee and its Chair are appointed by the Board and will consist of Board Members with no executive responsibility for the management of the College, plus the Principal (Accountable Officer).
- 2.2 At least one member should have a background in learning and teaching, but membership should not be drawn exclusively from Board members with such a background.

3 Reporting

- 3.1 The Learning and Teaching Committee will formally report to the Board after each meeting. A copy of the minutes of the meeting will be the basis of the report.
- 3.2 The Learning and Teaching Committee will highlight any matter which is of particular importance to the Board.

4 Responsibilities

The Learning and Teaching Committee will:

- 4.1 Review and approve relevant documents and recommend these to the Board for final approval.
- 4.2 Approve the Student Association Constitution on a 5 yearly basis.
- 4.3 Approve the annual curriculum plan.
- 4.4 Recommend SFC Scrutiny and Quality Reports for approval to the Board of Governors.
- 4.5 Approve the college Equalities Mainstreaming Report and Action Plan.

- 4.6 Monitor the effectiveness of learning and teaching quality policies and procedures.
- 4.7 Receive reports and regular updates from the Student Association on the quality of the learner experience.
- 4.8 Receive reports on benchmarking, best practice and curriculum design.
- 4.9 Review the college's key performance indicators.
- 4.10 Review relevant recommendations from external monitoring and awarding bodies.

5 Rights

The Learning and Teaching Committee may:

- 5.1 Co-opt additional members for a period not exceeding one year to provide specialist skills, knowledge or expertise.
- 5.2 Investigate any activities within its terms of reference. It is authorised to request any information required to fulfil its duties.
- 5.3 Procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

6 Access

- 6.1 Relevant external partners will be invited to attend meetings of the Learning and Teaching Committee and will have confidential access to the Chair of the Learning and Teaching Committee.

7 Meetings

- 7.1 The Committee will normally meet at least four times per year.
- 7.2 A quorum shall be one half of the members entitled to vote upon the question before the meeting.
- 7.3 The Learning and Teaching Committee will normally be attended by a representative from the Scottish Funding Council, ~~a representative from Education Scotland, the Vice-Principal (People, Performance and Improvement), the Vice-Principal (Learning and Attainment), the Vice-Principal, Finance and Estates,~~ the Head of Student Experience and Improvement and the Information Systems Manager.

- 7.4 The Learning and Teaching Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.
- 7.5 Committee members are encouraged to attend Board Strategy Events.

8 Information Requirements

For each meeting, the Learning and Teaching Committee will be provided with:

- 8.1 Relevant reports on key performance indicators.
- 8.2 Updates on the Self Evaluation and Action Plan (SEAP) and TQEF Framework Reporting.
- 8.3 Curriculum plan update reports.
- 8.4 Quality update reports, highlighting any significant changes.
- 8.5 An update report from the Student Association.

The above suggests minimum requirements for inputs to be provided to the Learning and Teaching Committee. In some cases, more may be provided.

9 Review of Learning and Teaching Committee

This remit will be reviewed on an annual basis. The next review will be September 2026.