

Quality Assurance Committee

1. The Quality Assurance Committee

1.1 Membership

The committee shall consist of:

- Representative Headteacher
- Programme Manager (Chair)
- Course Tutor(s)
- 1 Professional Mentor
- 1 Lead Subject Mentor
- 2 Mentors
- 2 trainees

1.2 Chairperson

The Quality Assurance Committee will be chaired by the Programme Manager

1.3 Quorum

Three-fifths of the membership

1.4 Meetings

Three times per year to take place no less than two weeks before the Headteachers' Committee Meetings

1.5 Minutes

All meetings are to be minuted and circulated to all members of the Headteachers' Committee.

1.6 Agenda

The Chairperson of the Committee will take responsibility for the agenda in consultation with the Course Tutors, based on an agreed annual work plan.

2 Terms of Reference

2.1 To report to and make recommendation to the Headteachers' Committee on the effectiveness and quality of the training

2.2 To respond to any concerns regarding the effectiveness and quality of the training raised by the Headteachers' Committee, other ITT Committees, Partners or Trainees and to report on appropriate action to the Headteachers' Committee.

2.3 To provide a channel for the "Trainees' Voice" to influence the conduct of the Consortium.
(To ensure that such a channel is effective, time will be found from within the GPS Programme for Trainees' Representatives to canvass the views of trainees).

2.4 To agree an effective Partnership QA framework that encompasses quality of training at subject level

2.5 To receive reports from the relevant external bodies e.g. Accrediting University, external moderators, Ofsted, Central Government and receive the annual self-evaluation report (and internal reports) and make recommendations to the Headteachers' Committee

2.6 To annually review the Partnership QA framework and its implementation, including roles and responsibilities and other procedures laid down in the policies and procedures handbook

2.7 To keep all aspects of the provision and other arrangements under review including recruitment and selection, deployment and issues relating to equality and diversity

2.8 To review the implementation of the Partnership Agreement and make recommendations to the Headteachers' Committee

2.9 To ensure that any action which the QA Committee takes is in accordance with the Aims and Objectives, Rationale and Protocols of the Partnership Agreement