

# **CCEA COMMITTEE TERMS OF REFERENCE**

## **EDUCATION COMMITTEE**

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### **1 Constitution**

1.1. The Education Committee (the Committee) supports Council in its responsibilities for issues of Curriculum, Assessment, Examinations and Qualifications.

### **2 Membership**

2.1. The Committee will comprise of Council members; officers of the Council; and representatives of the Education Sector with a particular knowledge, expertise and interest in Curriculum, Assessment, Examinations and Qualifications.

2.2. The Chairperson of Council will appoint a Chairperson of the Committee.

2.3. Department of Education (DE) officials may attend meetings in an observer capacity.

2.4. More than one committee member should have recent and relevant experience in curriculum, assessment, examinations and qualifications.

### **3 Committee Support**

3.1. The CCEA Directors may act as Senior Officers to the Committee.

3.2. Support for Committee meetings will be provided by the Council Secretariat.

### **4 Quorum**

4.1. The quorum for the Education Committee will be:

- a) at least one third of the total membership of the Committee including the Chairperson or the Vice-Chairperson; and,
- b) at least one officer member of the Committee who must be either the Chief Executive or a Senior Servicing Officer.

4.2. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.

## **5 Meetings**

- 5.1. Meetings will normally be held at least four times each financial year.
- 5.2. The Chairperson may convene additional meetings of the Committee, as necessary.

## **6 Notice of Meetings**

- 6.1. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda and supporting papers shall be forwarded to each member of the committee.

## **7 Minutes of Meetings**

- 7.1. The proceedings and resolutions of all Committee meetings, including the names of those present and in attendance will be minuted and kept as a record.

## **8 Attendance at Meetings**

- 8.1. The Chief Executive and relevant Senior Officers will normally attend meetings.
- 8.2. The Committee may ask any or all of those who normally attend meetings to withdraw to facilitate open and frank discussion on particular matters.

## **9 Duties**

- 9.1. The duties of the Committee will be to advise the Council on all matters :
  - a) Affecting the statutory curriculum in Northern Ireland and arrangements for its assessment, including recording progress and reporting.
  - b) Relating to the development of qualifications.
  - c) Relating to wider education issues that fall within the knowledge, experience and expertise of the committee on request from Council.
- 9.2. The committee will provide Council with advice and recommendations on:
  - a) Policy relating to curriculum and assessment, the requirements for subjects and themes as well as whole curriculum issues.
  - b) Policy relating to Qualifications development.
  - c) Procedures for the monitoring and development of curriculum, assessment and examination arrangements.

- d) The development and associated assessment and reporting of the following qualifications :
    - General Qualifications (GCSE & GCE)
    - Technical & Professional Qualifications
  - e) Matters, Research and development projects relating to curriculum, assessment and qualifications and the implications of their findings for the work of Council.
  - f) Training needs of teachers and lecturers and guidance and support materials for curriculum, assessment and qualifications.
  - g) The Council's Corporate and Operational Plans in respect of Curriculum & Assessment responsibilities.
  - h) Any other matters referred to it by the Council/and or the Chief Executive.
- 9.3 The Committee will have responsibility for oversight of the implementation of Council policy in the following areas :
- a) Ensuring the procedures used are in line with Council quality requirements.
  - b) Consulting on proposals for curriculum, assessment arrangements and qualifications development (including SEN).
  - c) Developing guidance and any other support materials.
  - d) Progressing any other matters which may be referred to it by Council or the Chief Executive.

## **10 Reporting to Council**

10.1. The Chairperson of the Committee shall provide a report of each meeting of the Committee to Council.

10.2. The Committee shall be responsible for making recommendations to Council as appropriate in any area of its remit.

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