



**HSDC CORPORATION**

**STUDENT COMMITTEE TERMS OF REFERENCE**

(FORMALLY APPROVED BY THE CORPORATION ON 16<sup>TH</sup> DECMEBER 2019/REVIEWED BY CORPORATION (NO CHANGES) 10<sup>TH</sup> JULY 2023)

**1. Membership**

The membership will comprise a maximum of 15 members as follows:

Principal

2 Student Governors (if not President, Vice-President or Secretary of the CBSU)

3 other Governors

The President, Vice-President and Secretary from each Campus Based Student Union (CBSU). Such members will normally serve for one year on the Committee.

Membership may include up to 2 co-opted members who are not Governors but have relevant skills or experience.

**2. Quorum**

The quorum shall comprise 6 Members of the Committee (40% of the membership of the Committee), four of whom must be College Governors, if the Committee has co-opted members at the time, and two of whom must be Student members to ensure a student presence at each meeting.

**3. Purpose**

The Student Committee is required to lead the Corporation on all strategic and policy matters relating directly to student services and support, in accordance with the Articles of Government.

**4. Appointment of Chair**

The Committee will elect a Chair and Vice-Chair who must be a Governor. The Principal, Staff and Student Governors are not permitted to take the Chair.

**5. Officers in Attendance**

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting. All persons In Attendance shall have no voting rights.

**6. Meetings**

- i) The Committee shall meet as and when necessary for the proper discharge of its responsibilities, but shall meet at least three times per year;
- ii) The Clerk to the Corporation shall act as Clerk to the Committee;
- iii) All responsibilities of the Committee will be subject to the Corporation's approved Scheme of Delegation. Consequently, all decisions of the Committee shall be referred to the Corporation for confirmation, except those specifically delegated, which shall be reported to the Corporation;
- iv) There will be an annual schedule of business to enable Governors to identify when they will receive key items of business – **see Appendix 1**. This schedule is intended to be flexible to meet business needs. Items which are highlighted will be given priority.

## 7. Terms of Reference

Activity	How
<b>College Mission and Strategy</b>	
(i) To ensure that the Strategic Plan provides appropriate direction in relation to student services and support and is responsive to identified needs.	Scrutiny of the Strategic Plan to ensure that it: <ul style="list-style-type: none"> <li>• Reflects the Corporation's agreed Mission;</li> <li>• Addresses the needs of learners based on appropriately analysed data;</li> <li>• Offers a full range of services to support learners' studies;</li> <li>• Reflects the views of all stakeholders.</li> </ul>
(ii) To review and monitor procedures to ensure that the College's Student Services are delivered in accordance with the Strategic Plan.	Receipt of regular reports on Student Services in the context of strategic objectives and targets.
<b>Setting Objectives and Targets</b>	
(iii) To review and monitor the effectiveness of Student Services (as reported externally and internally).	Receipt of regular reports on achievement of plans against agreed targets and comparators.
(iv) To review benchmarking data on the performance of the College's Student Services and agree appropriate strategies to address issues arising from this.	Receipt of regular reports on the benchmarking of College performance.
<b>Learner Engagement</b>	
(v) To review and monitor the College's Learner Involvement Strategy	Annual review to ensure that: <ul style="list-style-type: none"> <li>• Agreed improvement actions have taken place and their impact has been assessed;</li> <li>• Development plans have been established for the coming period;</li> <li>• All identified developments reflect the College's strategic objectives, local and national context and, where necessary, any legislative issues.</li> </ul>
(vi) To oversee the work of the Student Union/Parliament and ensure that it operates effectively and in accordance with relevant regulations to play a full role in the College.	<ul style="list-style-type: none"> <li>• Recommend to the Corporation the framework for the operation of the Student Union.</li> <li>• Review, in conjunction with the Finance &amp; Estates Committee, the Student Union budget.</li> <li>• Receipt of regular reports on the work of the Student Union</li> </ul>
<b>Quality Management</b>	
(vii) To review and monitor the quality of the learner experience, including pastoral care.	Receipt of regular reports on all aspects of curriculum and student support, focussing on key outcomes.
(viii) Review, on an annual basis, and approve revisions to the College Charter and the College arrangements available for students with learning difficulties or disabilities and recommend any revisions to the Corporation.	Annual review of Charter and arrangements for students with learning difficulties, in the context of the current College priorities and the agreed Mission.
(ix) Review the analysis of student, employer and parental survey on perceptions of the College and draw the attention of the Corporation to matters of concern and how they will be remedied.	Receipt of reports on regular surveys undertaken by the College to assess stakeholders' views to ensure that they are used in strategic analysis.

Activity	How
(x) Receive and monitor, on an annual basis, information in relation to complaints and compliments and feedback from stakeholders and draw any trends to the attention of the Corporation as necessary.	Receipt of an annual report on complaints and feedback to inform strategic analysis.
<b>Policy Related Issues</b>	
(xi) To advise the Corporation on Equality & Diversity requirements as they relate to student issues and to monitor the College's Equality & Diversity arrangements in relation to students.	Receipt of an annual Equality, Diversity and Inclusion Report and regular updates.
(xii) To provide a panel of members, from amongst Governors who are not Students, to take part in student disciplinary processes, as set out in the College procedures, if required.	As required
(xiii) To deal with any matters specifically referred to the Committee by the Corporation.	As required

#### 8. Review of Terms of Reference

These Terms of Reference shall be subject to a formal **annual** review.

## STUDENT COMMITTEE – ANNUAL SCHEDULE OF BUSINESS

AGENDA ITEM
<b>AUTUMN TERM</b>
Annual Election of Chair & Vice-Chair
Termly Student Progress Report
Termly Report on Complaints, Compliments and Suggestions
Termly Learner Voice Report
Termly Report of the SU Parliament
Student Union Accounts and Annual Report
Standing Items: - Anti-Racism - National Developments (as required)
Policies for Review/Approval
<b>SPRING TERM</b>
Termly Student Progress Report to include destination data for the previous year;
Termly Report on Complaints, Compliments and Suggestions
Annual EDI Report – students and curriculum
Termly Learner Voice Report
Termly Report of the SU Parliament
Standing Items: - Anti-Racism - National Developments (as required)
Policies for Review/Approval
<b>SUMMER TERM</b>
Annual Review and Evaluation which includes: <ul style="list-style-type: none"> <li>• Annual review of Committee Terms of Reference;</li> <li>• Annual review of Schedule of Business;</li> <li>• Annual review of the operation of the Committee;</li> <li>• Review of the Board's performance in respect of the Code of Good Governance</li> </ul>
Termly Student Services Report
Termly Learner Voice Report
Termly Report on Complaints, Compliments and suggestions
Termly Report of the SU Parliament
Standing Items: - Anti-Racism - National Developments (as required)
Policies for Review/Approval