

Board of Management

Learning, Teaching & Student Experience Committee

Date of Meeting	Tuesday 28 May 2024
Paper No.	LTSEC4-F
Agenda Item	4.3
Subject of Paper	Review of Committee Terms of Reference
FOISA Status	Disclosable
Primary Contact	Drew McGowan Associate Director of Governance and Risk
Date of production	20 May 2024
Action	For Discussion and Decision

1. Recommendations

- 1.1. To review the Learning, Teaching and Student Experience Committee Terms of Reference (ToR) and recommend any necessary and agreed amendments to the Board of Management for final approval.

2. Purpose

- 2.1. To facilitate the annual review of the Committee's Terms of Reference to ensure it remains fit for purpose.

3. Consultation

- 3.1. Members of the Committee are consulted annually on the Terms of Reference and have the opportunity to recommend any changes. Any agreed changes are tabled for the Board of Management's final approval.

4. Key Insights

- 4.1. Terms of Reference outline the purpose, remit, membership, meeting frequency and quoracy rules for the Board's committees. To support good governance, all committees review their Terms of Reference on at least an annual basis.
- 4.2. As outlined in the Standing Orders (section 7.3) and the Scheme of Delegation (section 2.3), amendments to the Terms of Reference can be agreed by the Committee; however, all changes must be recommended to the Board for final approval before they may take effect.

5. Impact and Implications

- 5.1. Reviewing the Board's governance documents, including the Terms of Reference for committees, is an opportunity to make necessary changes and ensure governance arrangements are continuously reviewed and remain effective.

Appendices:

Appendix 1: Learning, Teaching and Student Experience Committee Terms of Reference.

Terms of Reference**Learning, Teaching & Student Experience Committee of the Board of Management****1. Purpose**

- 1.1. The Learning, Teaching & Student Experience Committee, referred to hereafter as “the Committee”, will have oversight of the curriculum, learning, teaching and student experience across the College. The Committee will provide assurance to the Board of Management that the College continues to be an inspirational place of learning that enables individuals to excel and realise their full potential.

2. Remit

- 2.1. Provide reports, advice and recommendations to the Board of Management on the Student Academic Experience Strategy and policies on matters relating to the curriculum, teaching, learning, support for learning, the student experience and graduate success.
- 2.2. Undertake high-level reviews of:
 - Key aspects of academic performance, including student retention, progression, attainment and achievement.
 - Internal academic reporting mechanisms.
 - Performance on admissions, access, inclusion, induction and support.
 - Arrangements for articulation and partnership.
- 2.3. Reflect on trends in education, and encourage and monitor innovation and curriculum development to ensure that the College is successfully serving the needs of learners and other internal and external stakeholders, and is preparing effectively to meet future needs.
- 2.4. Maintain an overview of academic quality assurance and improvement standards and outcomes by reviewing reports from the Academic Board and other relevant sources, both internal and external, including feedback and evaluation from student and stakeholder surveys.
- 2.5. Monitor matters concerning student discipline, the academic appeals process and the volume and themes of student complaints, their handling and outcomes.
- 2.6. Receive and consider regular reports from the Students' Association and address any issues raised as appropriate.
- 2.7. Review the Strategic Risk Register and Management Action Plans for those risks that are directly related to the Committee's remit and recommend any changes to the Board of Management for final approval.
- 2.8. Recommend to the Board of Management any matters of significance that fall within the Committee's remit.

3. Membership

- 3.1. At least three Board members will be represented on the Committee. More than one-half of the Committee's membership will comprise of non-executive Board members. The remaining members may include the Principal and staff and/or student Board members. The current composition of the Committee is as follows:
 - **Non-Executive Members:** A. Sullivan; C. Singh; E. Keep; and R. Gillespie.
 - **Principal, Staff & Student Member(s):** P. Little; L. Subido; and T. Hands.

3.2. Additional members may be co-opted to the Committee with the approval of the Board of Management. Co-opted members shall contribute to the business of the Committee but will not have the right to vote. The following members are co-opted to the Committee:

- **Co-opted Member(s):** M. Miller.

3.3. Members of the Committee shall elect a Convener from among their number. In accordance with the Standing Orders, approved and issued by the Board of Management, the Convener should be a non-executive member. The Committee may also choose to elect a Vice Convener.

4. Meetings and Quoracy

4.1. The Committee shall meet at least four times in each academic year. Meetings will be conducted in accordance with the Standing Orders as approved and issued by the Board of Management.

4.2. The quorum for a meeting of the Committee shall be no less than one-half of the members, as outlined in section 3.1, who are entitled to vote. At least one-half of those attending must be non-executive members to complete a quorum.

5. Review

5.1. Members will review the Committee's Terms of Reference at least annually. Any amendments shall be submitted to the Board of Management for consideration and final approval.

Approved by the Board of Management: 14 June 2023