

Board of Management – Student Experience & Quality Enhancement (SEQE) Committee

Statement of Purpose

The Board of Management provides the principal governance mechanism through which all activities are managed in accordance with relevant legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness, and economy. The Board of Management has delegated some of its responsibilities to certain committees.

The main purpose of Student Experience & Quality Enhancement Committee is to:

- To provide a forum for the debate of all matters relating to learning, teaching and the student experience, and to foster excellence within the following key themes:
 - Learning & Teaching.
 - Student Experience & Engagement.
 - Quality Enhancement and Quality Assurance.
 - Business, Enterprise and Skills Development.
 - Continuing Professional Development.
- Have strategic oversight of all learning, teaching, training and skills development within the College, ensuring the highest quality of student experience and the development of a sustainable and innovative curriculum to meet the current and future skills needs of students, employers and the Region.
- Advise on the strategic direction for the allocation and development of college resources to best meet the needs of learning, teaching and students.
- Ensure the College meets the Scottish Government and Scottish Funding Council requirements relating to Learning, Teaching and Quality in the Outcome Framework and Assurance Model, and monitor associated targets, performance and performance indicators through the Tertiary Quality Enhancement Framework (TQEF) .
- Advise on the strategic implementation, review and development of required strategies and policies that reflect best practice and improve the student experience.

1. Remit

Student Experience

- a) To consider and advise the Board on strategic matters relating to the student experience, including:
 - Receive regular reports from Student Association on its activities and achievements
 - Fair access and transitions for all
 - Student participation, engagement and feedback
 - Student Support Services, Safeguarding and student wellbeing
 - Guidance and support for the diversity of student groups
 - Access to resources to support learning, including IT and Estates.
- b) To consider and advise the Board on strategic matters relating to the curriculum, including:
 - The planning, development and delivery of the College curriculum, alternative income and commercial provision to meet and enhance student, employer and regional needs.

- Student recruitment and enrolment and changes in curriculum delivery impacting on the utilisation of resources, including staffing, IT and estates.
 - Initiatives, innovation and partnerships to support the delivery of the College curriculum and alternative income portfolio.
 - Guide the development of and review the implementation of the “Learning, Teaching and Student Experience Strategy” and the objectives therein.
- c) To consider and advise the Board on strategic matters relating to the student experience, teaching and learning including:
- The delivery and development of skills to meet student, employer and regional current and future needs.
 - Innovations and the enhancement of the Learning and Teaching delivery and associated development of staff “Learning, Teaching and Student Experience Strategy”.
 - The use of digital technology and resources to enable and enhance learning and actions as per the Digital Strategy.
- d) To monitor expenditure of the annual budget of the Students’ Association, based on reports received from the Student President, and to confirm to the Board that these are in line with the plans of the Students’ Association.
- e) To receive and consider reports on apprenticeship and work-based learning programmes.
- f) To receive and consider an annual report on services to support the student experience which will incorporate safeguarding.
- g) To receive and consider a Student Satisfaction Annual Report.
- h) To review and monitor College services which are provided to support the student journey, including quality of learning and teaching and student satisfaction.
- i) To review and monitor equality and diversity outcomes, scrutinise data and receive reports on learner profiles and interventions.
- j) To provide updates on Stakeholder engagement, economic research, business development, partnerships, international development, commercial and alternative funding.

Quality Enhancement

- k) To consider and advise the Board on strategic matters relating to quality and performance including;
- National Sector Performance Indicator Benchmarking.
 - College quality assurance, improvement and enhancement strategies.
 - Trends and achievement of Quality Performance Indicators (PIs), including student retention, attainment, progression, outcome, post-course destination and satisfaction.
 - The development of the college annual Self Evaluation and Action Plan (SEAP) and the Scottish Funding Council Outcomes Framework and Assurance Model.
 - Performance in external body quality reviews, reports and surveys, including progress and outcomes of engagement with the Tertiary Quality Enhancement Framework (TQEF) through the Quality Assurance Agency (QAA).
- l) To consider and advise the Board on the current and future external factors and initiatives which may strategically impact upon the College curriculum, partnerships, income generation and Committee remit.
- m) To promote and retain oversight of stakeholder engagement, marketing and economic research (regional and national), business development, partnerships and international development in relation to alternative income and enterprise opportunities for learning and teaching skills development.

- n) To monitor and advise the Board on the progress in delivering the curriculum and the student experience elements and targets in the Outcome Agreement & Assurance Model (OFAM) and Self Evaluation and Actin Plan (SEAP).
- o) To receive and consider Internal Audit Reports as they relate to the remit of the committee.
- p) To oversee significant risks to the overall organisational objectives on matters that fall within the Committee's remit and to ensure the mitigating actions for such risks are addressing the risk factors, and work to mitigate risk is progressing in line with agreed timelines.
- q) To advise Audit & Risk Committee and the Board of Management on the adequacy of the risk management framework.
- r) To celebrate success with staff and students.

Other

- s) To receive reports from College Committees and work groups related to the Committee remit.

2. Measures of Success

The key measures of success of Student Experience & Quality Enhancement Committee will be:

- a) The achievement of targets in the OFAM and TQER and SEAP
- b) The College makes a more effective contribution to the region through joint working with partners to meet Industry and Community Planning Partnership objectives.
- c) The improvement of retention, attainment and positive destinations for all students.
- d) The high-quality student experience across all campuses evidenced by increased levels of student satisfaction.
- f) The curriculum is characterised by greater innovation in learning and teaching methodologies.
- g) The curriculum is refreshed annually with courses which better address skills gaps and shortages in the regional economy.
- h) The curriculum is informed by more and better engagement with priority employers and employer organisations that reflect the College's regional, national and global ambitions.
- i) The College works more effectively with its regional university partners to improve progression opportunities for all HE programmes.

3. Membership

Principal

A minimum of four non-executive members of the Board of Management, one of whom will Chair.

Teaching Staff Member

Teaching Union Board Member

Student Board Member

Chair of the Board (ex officio)

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee. Such members will normally be appointed for one year, will be subject to annual review, and may be re-appointed annually up to a maximum of 4 years.

In attendance

Vice Principal Educational Leadership

Governance Manager

Assistant Principal, Performance and Skills

Assistant Principal Creativity and Skills
Assistant Principal Technology and Skills
Assistant Principal Enterprise and Skills
Director of Communications, Engagement & Student Experience
Interim Assistant Principal Quality Performance & Enhancement
Other Members of the Senior Leadership Team as Required.

- The Chair and Vice Chair of the Committee will be non-executive Board Members and will be appointed by the Board of Management.
- Chair, Vice Chair, and members appointments to the Committee will be between 3 to a maximum of 5 years, providing systematic opportunities for Committee members to serve on another Committee.
- Board Members can request to attend other Committees' meetings as observers, providing opportunities to gain more understanding of the respective Committees' issues.
- The Chair of the Board of Management will be an ex- officio member of the Committee.
- The Committee is empowered to invite other members of the Executive / Senior Leadership Team to attend meetings of the Committee.

4. Frequency of Meetings

The Committee will meet at least four times per year.

5. Quorum

A quorum will be no less than 50% of Board members on the Committee, with a minimum of two non-executives.

6. Reporting Arrangements.

The Chair of the Committee shall report on the work and recommendations of the Committee to the next scheduled Board meeting and the minutes of its meetings will be circulated to the Board for information.

7. Secretariat

Secretariat will be provided by the Governance Manager. Papers for meetings will be sent out electronically 7 days in advance of the meeting.

Minutes will be kept of the proceedings of the Committee by the Governance Manager. These will be circulated in draft format normally within ten working days to the appropriate executive representative for checking and then to the Chair of the Committee for consideration.

8. Review

The Remit will be subject to review annually unless organisational and business changes require this be earlier. The next review is due in September 2026.