

West College Scotland – Board of Management

Student Experience & Quality Enhancement Committee – Terms of Reference for 2026/2027

Statement of Purpose

The Student Experience & Quality Enhancement Committee (SEQEC) supports the Board of Management by providing strategic oversight and assurance, as well as a forum for the debate, of all matters relating to the strategic development and delivery of learning, teaching, curriculum, skills development, quality enhancement and the overall student experience.

The Committee shall focus on strategic oversight within its remit and avoid duplication of responsibilities assigned to other Board Committees.

Remit

The Student Experience & Quality Enhancement Committee shall:

1. Monitor performance against strategic objectives relating to learning, teaching, student success and skills development.
2. Provide strategic oversight of learning, teaching, the student experience, quality enhancement and skills development across the College.
3. Advise the Board on the development, implementation and review of strategies, policies and priorities that support excellence in learning, teaching and student success.
4. Support assurance regarding professional learning, leadership development and workforce capability in support of high-quality learning and teaching.
5. Monitor the quality, effectiveness and performance of learning and teaching, including student retention, attainment, progression, destinations and satisfaction as well as progress in widening access, reducing outcome gaps and promoting equality of opportunity for all learners.
6. Oversee the strategic development and delivery of a sustainable, innovative curriculum that meets the needs of students, employers and the region.
7. Provide strategic oversight of student engagement, wellbeing, safeguarding, equality, diversity and inclusion, and the effectiveness of services that support the student journey.
8. Monitor curriculum planning, student recruitment and enrolment, and the effective use of resources to support learning and teaching.
9. Promote innovation, digital learning, partnerships, enterprise activity and skills development that enhance student outcomes and regional impact.
10. Monitor performance against the Outcome Framework and Assurance Model (OFAM), Self-Evaluation and Action Plan (SEAP), sector benchmarks and external quality reviews and oversight of the implementation of any resulting action plans
11. Review strategic risks within its area of responsibility and monitor the effectiveness of mitigating actions, escalating significant concerns to the Audit & Risk Committee and Board as appropriate.
12. Receive assurance on the activities of the Students' Association, monitoring the effectiveness of arrangements for student representation, student partnership and the use of student feedback in informing improvement.

13. Receive assurance on the activities relating to stakeholder engagement, partnerships and other matters referred by the Board that fall within the Committee's remit.
14. Ensure compliance with Scottish Government, Scottish Funding Council, QAA and other applicable statutory or regulatory requirements.
15. Provide assurance and recommendations to the Board that support effective governance, informed decision-making and delivery of the College's Strategic Plan.

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 Learning, Teaching & Student Success

Governance Manager

Assistant Principal, Performance and Skills

Assistant Principal Creativity and Skills

Assistant Principal Technology and Skills

Assistant Principal Enterprise and Skills

Assistant Principal Quality Enhancement & Wellbeing

Director of Communications, Engagement & Student Experience

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.

Frequency of Meetings

The Committee will meet at least four times per year.

Quorum

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

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.

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.

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 2027.