

# **Guidance (xiii)**

## **School Education Committee**

### **Terms of Reference and Membership**

<b>Type:</b>	Standing Committee
<b>Reporting line:</b>	Faculty Education Committee
<b>Timing:</b>	At least three times per academic year (normally one meeting to be held in autumn, another in spring and one in summer)

Department level meetings should, where possible, be held to capture feedback from course and module teams.

<b>Cycle:</b>	Academic Council
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### **Terms of Reference**

- i. To identify and promote excellence in learning, teaching and assessment in the school informed by the University's Town House Strategy, the School's context, and disciplinary practices, developing and supporting policy and practice to ensure the continuous enhancement of teaching quality, students' academic support and their learning environment.
- ii. To monitor student outcomes at school, departmental, course and module levels, including differences in outcomes for different student groups, through analysis of the metrics dashboards and attention to relevant reports, against the University's agreed key performance indicators (such as progression at first attempt), taking appropriate actions to address issues identified.
- iii. To monitor student voice metrics and activities including the NSS, Early Module Review, Module Evaluation Questions and Student Voice Committees, identifying and addressing issues.
- iv. To maintain strategic oversight of the School's academic portfolio, including new collaborative partnerships and ensure alignment with Faculty and University strategic priorities.
- v. To monitor the quality and standards of taught provision within the school, including provision delivered by collaborative partners, by ensuring University quality assurance and enhancement policies and procedures are implemented appropriately, including the timely appointment of

external examiners and subsequently that responses to external examiners annual reports are sent in line with University policy.

- vi. To support and monitor the Kingston Continuous Enhancement Programme (KCEP):
  - a. Confirm the completion of Module and Course Enhancement Plans (MEPs and CEPs) to a high standard.
  - b. Maintaining oversight of actions being taken in response to KCEP decisions.
- vii. Maintain oversight of Validation, revalidation and Professional, Statutory and Regulatory Bodies (PSRB) accreditation events.
- viii. Where relevant, monitor continued compliance with PSRB, including Ofsted, requirements and initiate changes where required and maintain oversight of Professional, Statutory and Regulatory Body (PSRB) activities and accreditations.
- ix. To receive and monitor the awarding of Recognition of Prior Certificated or Experiential Learning (RPL) credits and manage the annual audit exercise.
- x. To consider matters raised by members, and to direct members to communicate and/or consult on proposals and initiatives within their departments.
- xi. To receive and consider relevant reports and updates from faculty and professional services and action issues as relevant.
- xii. To consider matters referred to the Committee by the Faculty Education Committee or the Dean of Faculty.
- xiii. Report any issues or risks which require further consideration or action by the Faculty or University

## **Membership**

The following membership is indicative; it is the responsibility of the Chair to ensure the best balance of membership to achieve the appropriate involvement of staff and students, in ensuring the quality and standards of the school's provision, and that its development aligns with the University's Town House Strategy and the Faculty's Learning and Teaching Action Plan.

## **Core**

- Head of School (Chair)
- School Director of Learning and Teaching

- Heads of Departments
- Assistant Registrar (QAE)

## **Co-opted for specific items**

- Additional representation may be invited to attend as required by the agenda.

## **In attendance**

- Associate Dean of Learning and Teaching
- Representative from the Course and Student Administration Office
- Senior Co-ordinator (Quality Assurance and Enhancement) (Clerk)

## **Quoracy**

The meeting shall be quorate if, within twenty minutes of the published start time of the meeting, at least 50% of the members are present. If a quorum is not present after twenty minutes, the meeting shall stand adjourned and a special meeting shall be summoned as soon as reasonably practicable. Alternatively, the Chair can continue proceedings on an informal basis. In the event that the meeting proceeds on an informal basis, any decisions taken will be circulated to the full membership via email for ratification as soon as possible after the meeting. Any members who do not respond by the deadline (10 working days after receipt of the email) will be deemed to be assenting to the decision made. There is no minimum quoracy threshold for informal meetings; however, it is at the discretion of the Chair whether to proceed with the meeting on an informal basis in light of the number of members present.

# School Education Committee

## AGENDA ITEMS

Agenda Items	Suggested Paper	Role responsible for paper	Autumn/Winter Meeting	Spring Meeting	Summer Meeting
Introduction and apologies			✓	✓	✓

Minutes of the last meeting					
To receive and approve the minutes from the previous meeting ( <i>to approve</i> )	Minutes	Senior Coordinator	✓	✓	✓
To receive a paper on matters arising from the previous meeting ( <i>to discuss</i> )	Matters arising	Senior Coordinator	✓	✓	✓

Terms of Reference, Membership and Committee Dates					
To receive the Terms of Reference for the School Education Committee	ToR	Senior Coordinator	✓		
To receive the Membership of the Committee	Membership	Senior Coordinator	✓		
To note the dates for the 2024/25 Committee meetings	Meeting dates	Senior Coordinator	✓		

<b>Items for Discussion / Approval</b>					
<b>Student Voice</b>					
Student voice activities and outcomes, from EMRs, MEQs and Student Voice Committee meetings ( <i>to discuss</i> )	Head of Dept SVC Summary Report	HoDs	✓	✓	✓
<b>External Examiners</b>					
Note any staff appointments as External Examiners for other institutions	List of appointments	Hoods	✓	✓	✓
Receive update on External Examiner vacancies and appointments.	Written update	Senior Coordinator	✓	✓	✓
Receive update on External Examiner reports.	Same as above	Senior Coordinator	✓	✓	✓
Receive update on annual schedule of work and course level induction meetings with External Examiners.	List of External Examiners and dates of meetings	Senior Coordinator	✓	✓	
Important updates/ changes to external examining processes for the upcoming academic year	Verbal update	Senior Coordinator			✓
<b>PSRB activities</b>					
To monitor PSRB accreditation event activities, including meeting any conditions set by the PSRB ( <i>to discuss</i> )	Verbal and PSRB reports (where available)	HoDs	✓	✓	✓
	PSRB Register	QAE			

<b>KCEP</b>					
Receive outcomes from KCEP Course Review Meeting; update on progress on actions ( <i>to discuss</i> )	Course Review Meeting outcomes	Assistant Registrar (HoDs to update on progress on actions)	✓	✓	☹
Confirm completion of MEPs and CEPs	Head of School Summary report	Head of School			✓

<b>Adherence to assessment feedback turnaround times</b>					
Confirm that students are receiving feedback on their assessments in line with the University regulations i.e. within 20 working days ( <i>to discuss</i> )	Verbal update by exception	Heads of Dept	✓	✓	✓

<b>Matters referred to the Committee by the Faculty Education Committee or the Dean of Faculty</b>					
<i>List matters referred, if any:</i> As applicable As applicable			✓	✓	✓

<b>Recognition of Prior Learning</b>					
Receive list of all Recognition of Prior Learning credits awarded by the School's Admissions Tutors (or equivalent)	Report from QAE (via Admissions)	Assistant Registrar	✓		
Initiate an audit of decisions and receive findings	Selected from report (above)	SEC	✓	✓	✓

Any other business			✓	✓	✓
Date of the next meeting			✓	✓	✓