

HARROW COLLEGE FURTHER EDUCATION CORPORATION

LEARNER VOICE COMMITTEE

TERMS OF REFERENCE

1 Name and Origin

- a) The name of the committee shall be the Learner Voice Committee (“the Committee “).
- b) The Committee is established in accordance with paragraph 4 of the Articles of Government of Harrow College Further Education Corporation.
- c) The Terms of Reference of the Committee may be varied at any time by the Corporation.
- d) The Committee is a sub-committee of the Harrow College Further Education Corporation and as such its actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject.

2 Membership and Quorum

- a) The membership shall be in accordance with the following:
 - The Principal
 - The two Student Governors
 - Two student representatives
 - Two governors
 - A co-opted member
- b) Members (other than the co-opted member) shall be appointed by the Corporation at its first meeting after 1st April each year, at which time one of the members shall be appointed by the Corporation to be Chair and Vice Chair of the Committee.
- d) The Committee shall meet at least 3 times each year and at such other times as required by the Committee or the Corporation to consider matters arising naturally from the terms of reference below, or matters placed on the agenda at the request of the Corporation or any of its Committees, or matters placed on the agenda at the request of the Chair or any member of the Committee.
- e) The quorum for meetings shall be 3 members.

3 Clerk to the Learner Voice Committee

- a) The Clerk to the Committee will be the Clerk to the Corporation.

4 Terms of Reference

- a) The Committee shall consider and give approval to the following matters on behalf of the Corporation:
- The students' union constitution and funding.
 - Student leisure and recreational facilities.
 - Student disciplinary and complaints regulations.
 - Student liaison and consultation procedures.
- b) The Committee will consider the following matters and advise College Management on appropriate developments. It will advise Corporation on decisions and changes which it wishes Corporation to make.
- Financial matters relating to students, including issues relating to learner support funds, bursaries, charitable trusts, discretionary awards, grants and hardship funds.
 - The requirements and needs of specific student groups:
 - international students
 - students with disabilities and learning difficulties
 - students from ethnic minority groups
 - Such other matters as the Corporation may from time to time refer to the Committee.
 - Such other matters as the Committee may from time to time determine.
- c) To review on at least an annual basis the extent to which the Committee meets its terms of reference, and to review its own performance.

5 Conduct of Meetings

- a) All meetings shall be conducted to timed agendas.
- b) The agendas of each meeting shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal, and circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting. (Copies of agendas and papers shall also be circulated as directed from time to time by the Corporation).

- c) Where matters of a sensitive or confidential nature are to be discussed at a meeting, the Clerk, in consultation with the Chair of the Committee, the Principal where appropriate, and, if necessary, the Chair of the Corporation shall reserve these matters to a confidential (Part II) agenda. Details and papers of such an agenda shall not be circulated unless the circumstances which caused them to be considered sensitive or confidential no longer pertain.
- d) The rules for adoption of resolutions etc. shall be those directed from time to time in the Instrument of Government or Standing Orders for meetings of the Corporation.

6 Attendance by Non-members

- a) There is no general right of attendance by individuals who are not members of the Committee. The Chair, Principal and Vice Principal may invite attendance by anyone who they feel can contribute to the work of the Committee. The Chair encourages attendance by members of the Students' Union who are not formal members of the Committee by prior agreement with the Chair/Vice Chair.

7 Minutes and Reports of Meetings

- a) Draft Minutes of all meetings of the Committee shall be prepared by the Clerk in consultation with the Chair of the Committee and the Principal and circulated as soon as practicable after the meeting to all members of the Committee.
- b) The Minutes or draft Minutes of all meetings shall be presented by the Chair of the Committee at the next meeting of the Corporation and the Chair of the Committee shall give an oral report in support thereof as may be necessary.
- c) Minutes of the meetings, with the exception of those regarded as confidential in accordance with c) above, will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website for a period of a minimum of twelve months.

8 Openness and Transparency

- a) The Terms of Reference of the Committee and the advice of the Committee to the Corporation will be available in the office of the Clerk for inspection by any members of the public during the published office hours and published on the College website for a period of a minimum of twelve months.