



Student Council Terms of Reference & Guidance

Policy no:	6.3
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Next review due:	Sept 2023
Responsible Committee:	AcB
Approved by & date:	AcB May 2022
Linked policies:	<p>Anti-Harassment & Bullying Policy Equality and Diversity Policy Data Protection Policy Safeguarding and Prevent Policy Student Engagement Policy Student Guidance and Support Policy</p>
External reference:	<p>Prevent Guidance BIS UK Quality Code UKSCQA/02 Expectations for Quality, Core Practice 5 (p3).</p> <p>To provide effective representation of the collective 'voice' for students at all organisational levels including decision-making bodies (UKSCQA/02: Theme 9, Guiding Principle 4).</p> <p>The provider actively engages students, individually and collectively, in the quality of their educational experience. Advice and Guidance Theme 9: Student Engagement Guiding Principles 4-7</p>
Audience:	Students

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1 Introduction

The Student Council (SC) is an essential body that helps to ensure there is a high level of student engagement at Oxford Business College (OBC). The SC facilitates student representation on the decision-making bodies of the College including the Academic Board (AcB), and the Board of Governors (BoG). The SC provides students with a platform where their voice can be heard at the highest level in the College. The Student President, representing all of the students at the College, is elected by the Student Council and is a full member of the Academic Board and the BoG. The Student Council represents the interests of the student body within the College and ensures active student engagement and participation in the College's quality review cycle.

2 Aims

- Discuss and agree on action to take or recommendations to make on all student-related issues
- Promote communication between students through meetings, conferences, newsletters, social and digital media
- Advise the Academic Board and Board of Governors on matters concerning the academic and pastoral support and development of students throughout the student journey and beyond
- Promote student engagement throughout the College

3 Objectives

- Represent and promote the general interests of students at the College and contribute to a positive student experience
- Provide a recognised means of, and forum for, communication between students and the College's Senior Management Team and Board of Governors
- Promote equality of opportunity amongst students and challenge all forms of discrimination whether based on sex, age, race, ethnicity, sexuality, disability, marital status, religion, cultural background, or any such status
- Acts as a body with which College management, tutors and other staff can consult in order to get student opinion and involvement
- Consider cross College issues, including student academic achievement and career progression, College environment, health & safety, safeguarding, health and wellbeing and social activities
- Provide, where possible, an advocacy and support service for all students

- Suggest improvements to the College for the benefit of all the College's students.
- Identify and share areas of good practice within the College
- Plan and promote activities that bring the College's student community together
- Promote the Prevent Strategy and follow the channel process within the College
- Provide representation on all College Boards and Committees except the Senior Management Team and Assessment Board
- Set up and run events and activities whenever possible, which are of benefit to students at the College

4 Establishment of the Student Council (SC)

The Student Council (SC) is made up of Student Representatives (SRs), who have volunteered to represent their fellow students at the College. The membership of the SC may change regularly because some SRs may resign, and new SRs may join the Council at any time. The SC should, whenever possible, maintain a fair and balanced representation of all students at the College. This means there should, at any given time, always be student representation from all of the College's academic programmes and all of its campuses.

5 Recruitment of Student Representatives

The College is committed to ensuring that the voice of every student at the College can be heard through equal representation on the Student Council. This is achieved by recruiting representatives at every level of the College, including Class Representatives, Student Campus Representatives, the Student Vice-President and President.

5.1 Class Representative (CR)

Each group of students studying in the same class together at OBC must choose at least one student as their Class Representative (CR). A tutor can help students to choose one of their classmates if they are unable to do it themselves. The CR should be a volunteer who is willing to represent their class, and should be elected through a democratic process, such as a show of hands or a secret ballot.

5.2 Student Campus Committee (SCC)

Each campus must establish its own Student Campus Committee (SCC) consisting of Class Representatives (CRs) from all programmes that are taught at the campus. Class Representatives (CRs) in the Student Campus Committee (SCC) must elect one CR to be the Student Campus Representative (SCR).

5.3 Student Campus Representative (SCR)

The Student Campus Representative is a Class Representative who chairs the Student Campus Committee SCC meetings every quarter and joins the College's Student Council meetings. At every campus there should be a least one SCR. One or two other members of the SCC may accompany the SCR to the Student Council meetings.

5.4 Student Engagement Officer (SEO)

One member of staff at each campus should function as the Student Engagement Officer (SEO) responsible for helping the Class Representatives (CRs) and the Student Campus Representative set up and run successful Student Campus Committee (SCC) meetings.

5.5 Election of the Student President

Once every year, one member of the Student Council is elected to be the Student President. The Student President must be a member of the Student Council and only members of the Student Council may vote to elect the Student President. A Student President can be re-elected by the members of the Student Council, or a new member of the Student Council could be elected.

5.6 Selection of the Vice President

The Student President selects one member of the Student Council who volunteers to be the Vice-President. The Vice-President should attend all meetings with the President, take minutes of meetings and write reports. If the Student President is unable to attend an event, the Vice-President will attend for them. If the Student President resigns, the Vice-President will automatically become the Student President and will select a new Vice-President. The new President and Vice-President will remain in position until the next election.

5.7 Student Events Coordinator

The Student President and Vice-President appoint a Student Events Coordinator if they are able to find a volunteer from amongst the Student Council members who is willing to organise events for students to participate in.

5.8 Student Engagement Coordinator

The Student Engagement Coordinator (SEC) is a member of staff who coordinates with the Student Engagement Officers (SEOs) in every campus, as well as the Student President and Vice-President, in order to ensure the smooth running of the Student Council. The SEC may attend Student Council meetings by invitation only, in order to lend support to students. The SEC also participates in the Personal Tutor Council (PTC) and the Tutor-Student Liaison Committee (STLC) in order to ensure clear and effective lines of communication between Student Representative and Tutors.

6 Maintaining the Student Council.

The following summary of steps will ensure the ongoing maintenance of the Student Council:

- A member of Staff talks to the students who have enrolled at the College about the Student Campus Committee (SCC) and Student Council (SC)
- The benefits of participating in the Student Campus Committee (SCC) and Student Council (SC) are explained
- Class representatives are selected by their classmates through nominations and voting and attend Student Campus Committee meetings.
- All programmes and levels of study are represented on the Student Campus Committee
- The Student Engagement Officer will act as a staff advisor for the Student Campus Committee and will attend their meetings if invited.
- The Student Engagement Coordinator will act as a staff advisor for the Student Council and will attend their meetings if invited.
- A sufficient number of students on the Student Council will ensure that all campuses, programmes and levels of study are represented

- The Student Council elects a Student President annually. They can re-elect the same person if they wish
- The Student Vice-President is appointed by the Student President to support the Student President by taking minutes at meetings and writing reports
- The Vice-President attends all meetings with the President and may take over from the President at any time that the President is unavailable or resigns

7 Student Council Membership:

- Student President (Chair)
- Student Vice-President
- Student Events Coordinator
- Student Campus Representative

If they wish, the Student Council may invite one or more members of staff at the College to attend their meetings and provide support to the Student Council e.g., the Student Engagement Coordinator.

8 Quorum

The quorum required for the Student Council meeting to take place is a minimum of 4 members (one for every campus).

9 Frequency of meeting

The Student Campus Committees and the Student Council hold quarterly meetings and the Student Council reports to the Academic Board and the Board of Governors.

10 Running a Student Campus Committee Meeting

- Schedule quarterly meetings to come in time to report to the Academic Board
- Always have someone willing and able to take minutes
- Prepare an agenda prior to the meeting and make it available to all members
- Take attendance at the beginning of every meeting
- If a member cannot attend a meeting, make sure their apology is recorded and that they report to the minute taker
- Involve, where appropriate, a staff advisor such as the Student Engagement Officer to help in the running of the council meetings
- Maximise efficiency by keeping the meeting short and productive and making sure that people do not carry on discussions too long without reaching a decision or conclusion
- Allow members to bring up any other points of interest at the end of the meeting. These items can be discussed under AOB
- Briefly go over what has been agreed upon at the end of each agenda item. Make sure members are aware of who is responsible for each action point and what the deadline is
- The minute taker should distribute minutes in a timely manner following each meeting. Ensure that all responsibilities and actions are clearly indicated in a table.
- The minutes of Student Campus Committees together with Action Plan and recommendations should be sent to the Student President who Chairs the Student Council.
- The minutes of the Student Council should be sent to the Academic Board
- Follow up on all the action points before the next meeting

11 How the Student Council Represent Students

- Create posters
- Stay in touch on Social Media
- Social Networking
- Word of mouth
- Seek the input of all students
- Provide a variety of events
- Student forums
- Polling the student body
- Research the activities of student bodies in other colleges or universities

12 Student Council Roles

12.1 Student President

- Be a point of contact between students and the College
- Chair the Student Council meetings
- Help organise and participate in Student Council sponsored activities/events
- Be responsible and report to the Head of Academics and the Chair of the Board of Governors
- Agree a Student Charter under the guidance of the Head of Academics
- Represent or nominate another student as Vice-President to represent the College students at meetings of the Academic Board and Board for Governance
- Participate in inductions to inform new students about the Student Council
- Participate in Student Council sponsored activities/events
- Represent both students and the College to external bodies when required

12.2 Student Vice-President

- Take and keep minutes of meetings
- Keep records of attendance and any other student council data
- Compile reports as required for the Student Council
- Maintain contact information for members of the Student Council and people who work with the Student Council
- Participate in Student Council sponsored activities/events
- Attend Academic Board and Board of Governor's meetings with or on behalf of the Student President if necessary
- Be prepared to take over as the Student President, when necessary, i.e., if the Student President is unavailable or resigns

12.3 Events Coordinator

- Create student polls regarding events
- Help create, implement and promote student events
- Give feedback on the success of events at Oxford Business College
- Participate in student council sponsored activities/events

12.4 Campus Representatives

- Represent their classmates at Student Campus Committee meetings
- Select one Class Representative to be the Student Campus Representative
- Attend meetings before the quarterly Student Council meeting
- Provide minutes of their meetings with Action Plan and recommendations to the Student Council

12.5 Student Council Structure

