

## **Student Panel**

### **Terms of Reference**

The main purpose of the student Panel is to act as a critical friend and consultative group reflecting the student experience at City Lit, including the overall student journey and quality of course provision.

The panel has input into the college's quality improvement and makes recommendations for action to improve performance throughout City Lit. As a result City Lit's self-assessment and future planning are informed more strongly by the views of its students.

Students will have an impact on the college's leadership and management and its quality improvement strategy whilst enhancing their personal communication and leadership skills and making a positive contribution to the development of adult learning within a vibrant community.

### **Composition**

Adult Learners: 20 students selected, following application, to represent the student profile and different programme areas.

College managers: Principal, Deputy Principal, Quality Co-ordinator.

Other staff members attend as necessary depending on topics under discussion.

### **Meetings**

Minimum of one per term, more frequently if required. Other events may take place; e.g. fundraising, seminars, specialist feedback sessions.

### **Members**

Chair: Student governor in their second year in post

Notes: Quality Co-ordinator

Length of panel membership: 1 year minimum, 3 years maximum provided good attendance of minimum 2 meetings a year. Following longer absence, panel members may continue at the discretion of the panel chair and Quality Coordinator.

The Chair will attend the annual general staff meeting and/or other meetings as appropriate.

### **Application and recruitment procedure**

At the beginning of an academic year the Quality Coordinator advertises for new panel members throughout City Lit. Interested learners are invited to a short in-person interview with the Quality Coordinator. Panel members are selected to reflect the City Lit student body in terms of age, gender, ethnicity, disability and departmental representation. Student panel members must be actively enrolled on at least one course during the academic year and be able to attend the panel meetings.

### **Decisions, Actions & Summary of Information Issued**

Meetings notes are posted on the website after each meeting; relevant issues are reported to the Quality Committee which meets each month during term-time; Student Panel activity report is presented to Quality & Standards Committee at least once a year.