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| Committee Terms of Reference  **Staff-Student Action Meeting** |  |

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| Purpose | The core purpose of the academic representation system, which aligns with the revised UK Quality Code, is to achieve positive change that improves the educational experience of students at Royal Holloway and engages students as partners in the development, assurance, and enhancement of their learning. |
| Reports to | School Education Committee – UG and PGT School Research Student Oversight Committee - PGR |
| Sub-committees | As relevant per Department |
| Regular meetings per year | 3-6 |
| Quorum | 5 |
| Route for submission of business |  |
| Agenda and papers |  |

**Terms of Reference**

The primary duties of the committee are as follows:

**1. To close the feedback loop within Departments**

1.1 To review actions from previous meetings and escalating any outstanding actions as necessary.

1.2 To track the development of actions in the Department’s Annual Review.

1.3 To help Course Reps and Senior Course Reps understand progress of identified actions which is to be communicated to students in their department.

**2. To facilitate effective communications**

2.1 To receive a verbal update from the Department which reflects on previous weeks as well as looking ahead to forthcoming weeks. It may include updates on resources, assessment, and feedback, learning and teaching methods, activity updates, opportunities, and any wider University information.

2.2 To receive a verbal student representative update collated by the Senior Course Rep(s). It may include positive feedback on what is working well, resource issues, assessment, and feedback, learning and teaching methods.

3**. To maintain Staff-Student Action Logs**

3.1 To update the action logs as a single live document that is maintained through the academic year.

3.2 To be maintained by staff (secretary).

3.3 To update the log during the meeting and if actions are progressed outside of the meeting then they should be updated as soon as possible.

3.4 To contain agreed actions to take forward, as well as documenting where actions have been completed.

3.5 To be hosted in the respective departmental Microsoft Teams channel dedicated to Academic Representation.

3.6 To replace to use of minutes but include a notes section where an identified member of staff can note anything of importance that does not require an action.

4**. To secure positive change**

3.1 To provide an explicit opportunity for staff and students to make suggestions for improvement to Departmental life.

**Membership and Responsibilities**

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| Role | Names | Name | Responsible for |
| Chair | Senior Course Representative (volunteer student) |  | Chairing the meeting |
| Secretary | Nominated member of department staff |  | Organising the meeting complying with the recommended timeframe, circulating the invites and relevant documentation ahead of the meeting. Updating action logs and taking notes where necessary. |
| Members | Course Representative(s) |  | To collect feedback from students ahead of the meeting and share with Senior Course Reps |
|  | Senior Course Representative(s) |  | Collate Course Reps feedback and identify agenda items to be sent to secretary.  Progress actions as identified and informing the chair and secretary of updates. |
|  | Head of Department |  |  |
|  | Course Leads (as relevant) |  | Nominated member(s) of staff to maintain the action logs |
|  | Heads of Years (if applicable) |  |  |
| Other Members | Where relevant, in accordance with submitted agenda items, representatives from the University professional services (e.g., Library, I.T., etc.) |  |  |
| Co-option | Where relevant, representatives from departmental societies. Departments may also wish to co-opt certain representatives at the discretion of the Chair. |  |  |
| In Attendance |  |  |  |

**Circulation of Papers**

The full set of papers will be circulated to members in advance of a meeting by the secretary either via email or the designated Microsoft Teams channel. Staff-student action logs are to be shared in the Teams channel which is accessible to all relevant academic staff and reps in the respective department and level of study and updated by academic reps and nominated member(s) of staff.