

Student Focus & Governance Committee: Terms of Reference

Responsibility

1. The Student Focus and Governance Committee has responsibility as delegated by the Board of Trustees for decision making and actions to ensure that the Union;
 - a. maintains effective and influential representation
 - b. maintains accessible, equitable and inclusive activity to proactively engage students from across the student community
 - c. maintains independent, equitable and inclusive activity to meet students rights, needs and wants, accessible across the student community
 - d. maintains student leadership through fit for purpose and effective governance and democratic structures
 - e. maintains robust governance in relation to the Unions statutory requirements
2. The Student Focus and Governance Committee reports decisions made and is accountable to the Board of Trustees

Remit

1. To oversee the effective operation of the Unions student engagement, representation, development and support provisions
2. To review and advise regarding the operation and outcomes of the Union's governance & democratic structures and procedures, following the principles of 'good governance' in student leadership
3. To review and advise regarding the operation and outcome of the Unions Insights function, ensuring Union activity and impact appropriately maps to student feedback.
4. To consider analysis of the quality of the Union provision, including internal and national student feedback surveys, and to make recommendations as appropriate.
5. To advise on the development of, and monitor progress against, objectives relating to Union engagement across the entirety of the student community.
6. To review and advise regarding engagement between the Union and related University partners to ensure the most effective outcomes for students
7. To maintain a robust link between the democratic structures and governance structure of the Union
8. To monitor the performance of existing democratic functions and ensure democratic processes are upheld in accordance with the governing documents and bye laws
9. To review and advise regarding the governance of the Union, including it's governance requirements in relation to UoP
10. Ensure best practice mechanisms are in place for the recruitment, induction and hand-over of a diverse and skilled Trustee Board.
11. To ensure and participate in an effective recruitment process for appointing External and Student Trustees.

Membership

Membership (quoracy is 50% + 1 to include an External Trustee and a Sabbatical Officer):

1. Two Sabbatical Officers (appointed by Leadership Team with regard to skills and experience) one of which will Chair.
2. Two External or one University Trustee and one External trustee (appointed by Leadership Team with regard to skills and experience) the External Trustee will vice-chair.
3. One student trustee (appointed by Leadership Team with regard to skills and experience)
4. Good Governance Officer or other appointed representative from UAB
5. Head of Student Impact
6. Student Focus Manager
7. In an advisory capacity only ie non-voting members: The Chief Executive, Membership and Marketing Manager (or appointed function Lead), Projects and Groups Manager (or appointed function Lead), Insights Lead

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Resources

1. Any financial or management resources necessary to achieve the remit
2. Appointment of other professional advisors as required to perform its role effectively
3. Head of Student Opportunities to develop the agendas in conjunction with the Clerk and the Chair
4. A minute taker.

Regularity of Meetings

1. There shall be at least two meetings within each Academic year, appropriately timed for key decisions
2. Additional meetings may be called by:
 - a) Union Actioning Body (signed by President)
 - b) The Trustee Board (signed by Chair)
 - c) The Chief Executive and two Sabbatical Officers (signed by all three)
 - d) 25% or more of the committee other than those being members of UAB (signed by those members)