1. **PURPOSE**

1.1 The Student Voice Forum supports the facilitation of two-way communications between Board and learners to assist the ESCG Board with understanding the needs and aspirations of learners, thus keeping their voice at the heart of Board decision making. Students will have an opportunity to influence the strategic direction of the College.

1.2 The Student Voice Forum has an annual programme of work which aligns with the cycle of business of the ESCG Board.

1. **COMPOSITION**

2.1 The Student Voice Forum consists of all Student Governors and Student Members of the ESCG Board. Membership includes HE and adult learner representation.

2.2 Up to three Independent Governors may attend the Student Voice Forum, this includes the Student Voice Link Governor.

2.3 Relevant College Officers, including the Deputy Principal and Learner Journey Manager will be invited to routinely attend the Student Voice Forum.

2.4 The Student Voice Forum is supported by the Director of Governance.

1. **MEETINGS & ADMINISTRATION**

3.1The Student Voice Forum will meet at least four times a year, and on other occasions as needed.

 3.2 The Student Voice Forum will be co-chaired by the Student Voice Link Governor and a Student on a rota basis.

3.3 The Director of Governance will provide administrative support at the meeting. Their duties in this respect will include:

* Agreement of agenda with Chair and attendees and collation of papers
* Taking the minutes
* Keeping a record of matters arising and issues to be carried forward
* Advising the Student Voice Forum on pertinent issues / areas
* Enabling the development and training of members

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1. **QUORUM**
	1. The quorum will be 40% with at least three members present.
2. **TERMS OF REFERENCE**

5.1 To provide a view from learners on the strategic direction of the College

5.2 To act as a forum to provide feedback to the Board on the student experience, to include student perceptions of the College (e.g. matters raised through Student Council meeting) and support an understanding of how effectively issues arising from student experience are addressed by the College

 5.4 To receive information presented to ESCG Board, Local College Boards and Curriculum and Standards Committee and disseminate this information to learners via Student Council meetings and other feedback mechanisms.

1. **Duties**

6.1 To undertake activity to ascertain student experience at timed intervals e.g enrolment, induction, and first weeks of term, etc

6.2 To host 3 x Student Panels a year to support the Board’s understanding of the student experience and the needs and aspirations of learners, e.g. progression to further study, developing employability skills etc

6.3 To agree any other activity that facilitates, or is conducive to, the achievement of the Forum’s objectives

1. **RELATIONSHIP WITH THE CURRICULUM AND STANDARDS COMMITTEE**

7.1 One of the duties of the Curriculum and Standards Committee is to monitor and advise the Board on the quality of learning from learner perspectives. The Curriculum and Standards Committee receives reports on the student experience from student representative bodies and reviews analysis of student responses to surveys and questionnaires.

7.2 As such there may be some integrated and bilateral work undertaken with the Curriculum and Standards Committee.

1. **REPORTING ARRANGEMENTS**

8.1 A verbal report from the Student Voice Forum will be presented to Board directly after each meeting. The Co-Chairs of the Student Voice Forum will draw the Board’s attention to any issues of significance.

8.2 The minutes of meetings of the Student Voice Forum will be circulated to all members of the Board and any recommendations for approval will be tabled for Board consideration at its earliest convenience.

**Approved by:** Student Voice Forum & ESCG Board: 14 July 2021