**SCHOOL BOARD 2017-18**

**SESSION 1 OF 3**

**Date: October 2017**

**Time:**

**Venue:**

|  |  |  |
| --- | --- | --- |
| **QAAQC** | **SECTION A: BUSINESS MATTERS** | **Responsible**  |
|  | 1. **Attendance and Apologies**
2. **Terms of Reference and Membership**
3. **Minutes of the previous meeting**
4. **Matters arising from the previous minutes**
 | Chair |
|  | **SECTION B: MATTERS FOR DISCUSSION** |  |
| B1, B2, B10, B9 | 1. **Head of School’s Report**
* Student numbers
* Staffing and professional development
* Physical resources/infrastructure
* Local Plan update (including Strategic KPIs)
* Programme portfolio update (Programme developments, new programmes and programme closures, off campus engagement)
 | Chair  |
| B3, B5, B6 | 1. **Learning & Teaching, & the Student Experience**
* TIRI update including teaching and learning, employability and enrichment activities
* Technician, Library, IT Services Report
 | Teaching Professor(s)/ Teaching and Learning Champion, Employability ChampionTechnician (s)+ Library & IT Services Rep’(s)**Student Representatives**  |
| B2, B4, C | 1. **Recruitment, Retention & Student Support**
* *School Recruitment and Marketing Communications Report* (including applications and offers)
* *School Retention and Support Report* (including student enrolment and withdrawals, induction/ welcome activities, Personal Tutoring and Peer support)
* SLO Report
* Student Services Report
 | AGC Recruitment and Retention**Student Representatives** Student Liaison OfficerSupport Services Rep’ |
| B5, B7, B8  | 1. **Quality Monitoring and Review**

*School Quality Standing Panel Report*: Programme Evaluation Report progress : incl. 2016-17 Programme Plan updates, status of 2016-17 Quality Portals, External Examiner reports, student surveys results (including NSS, PTES and PRES), validation and ISR progress | AGC Standards, Enhancement and the Learner Experience  |
| B4, B11 | 1. **Research, Enterprise and Employer Engagement**
* *School Research and Enterprise Report(s)*
* KTPs
* *Industry Advisory Panel/s Report(s)*
 | Research Co-ordinatorEmployability/Enterprise Champion  |
|  | **SECTION C: MATTERS FOR INFORMATION** |  |
| All | 1. **University Committee Minutes and Other Documents**

Relevant items in* Most recent *Senate Minutes*
* Most recent *Education Committee Minutes*
* Most recent *Programmes Committee Minutes*
* *Board of Studies for Research Degrees Minutes*
* *Research and Knowledge Exchange Committee Minutes*
* Other relevant University documents - including *Appeals* and *Complaints Reports*
 | ChairAGCs/Teaching Professors ChairResearch Co-ordinatorChair |
|  | **SECTION D: ANY OTHER BUSINESS** |  |
|  |  |  |
|  | **SECTION E: FUTURE MEETINGS** |  |
|  | **January 2018** |  |