**SCHOOL BOARD 2017-18**

**SESSION 1 OF 3**

**Date: October 2017**

**Time:**

**Venue:**

|  |  |  |
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| **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 Champion  Technician (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 Officer  Support 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-ordinator  Employability/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* | Chair  AGCs/Teaching Professors  Chair  Research Co-ordinator  Chair |
|  | **SECTION D: ANY OTHER BUSINESS** |  |
|  |  |  |
|  | **SECTION E: FUTURE MEETINGS** |  |
|  | **January 2018** |  |