



“Enabling Students to Accomplish their Academic Goal”

**Management, Committee Structure, Organogram and
Terms of Reference**

DOCUMENT CONTROL

Document Number: QGP2

Version: 4.0

Date: March 2026

Owner: Head of Quality and Operations

Approved by: Board of Directors

Next Review: March 2027

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March 2026

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1. Management

Bellmont College maintains a clear and structured management framework designed to ensure effective operational control, accountability, and compliance with the requirements of the Office for Students (OfS). The organogram defines clear lines of responsibility and reporting, enabling efficient decision-making and effective day-to-day management of institutional activities. (*QGP1 Belmont College Quality Assurance Handbook*)

The Senior Management Team is responsible for the overall operational management of the College. This includes the delivery of high-quality academic provision, oversight of institutional performance, and ensuring positive student outcomes. The team also has responsibility for implementing institutional strategy and maintaining effective internal processes across all areas of the College's operations.

The Chief Executive Officer (CEO), supported by the Senior Management Team, holds overall responsibility for the financial sustainability of the College. The CEO ensures that resources are effectively managed and aligned with institutional priorities, and that operational decisions support both academic quality and long-term organisational stability.

Management arrangements are supported by defined reporting lines and escalation processes, ensuring that risks and performance issues are identified and addressed in a timely manner. This enables effective coordination across departments and supports continuous improvement in service delivery and academic operations. (*BCP1 Belmont College Risk Management Policy*)

The College's management structure is designed to be proportionate, adaptable, and scalable, ensuring it remains effective as the institution develops and grows. These arrangements collectively ensure that Belmont College is effectively managed, compliant with regulatory expectations, and capable of delivering its strategic and operational objectives.

2. Committee Structure

Bellmont College's committee structure provides formal mechanisms for monitoring, reviewing and enhancing quality and academic standards. Figure 1 illustrates the College's committee structure and reporting lines, demonstrating how oversight is exercised through the Quality Committee, while academic governance remains the responsibility of the awarding partner. Committee members are drawn from College advisors and staff, , as shown in the organogram as well as from the student body. See also Terms of Reference (section 4) for SMC, QC, RARC,LTC and SSC.

Bellmont College has the following committees:

1. Board of Directors
2. Audit and Risk Committee
3. Academic Committee
4. Senior Management Committee (SMC)

5. Quality Committee (QC)
6. Recruitment, Admissions and Registry Committee (RARC)
7. Learning and Teaching Committee (LTC)
8. Student Staff Committee (SSC)

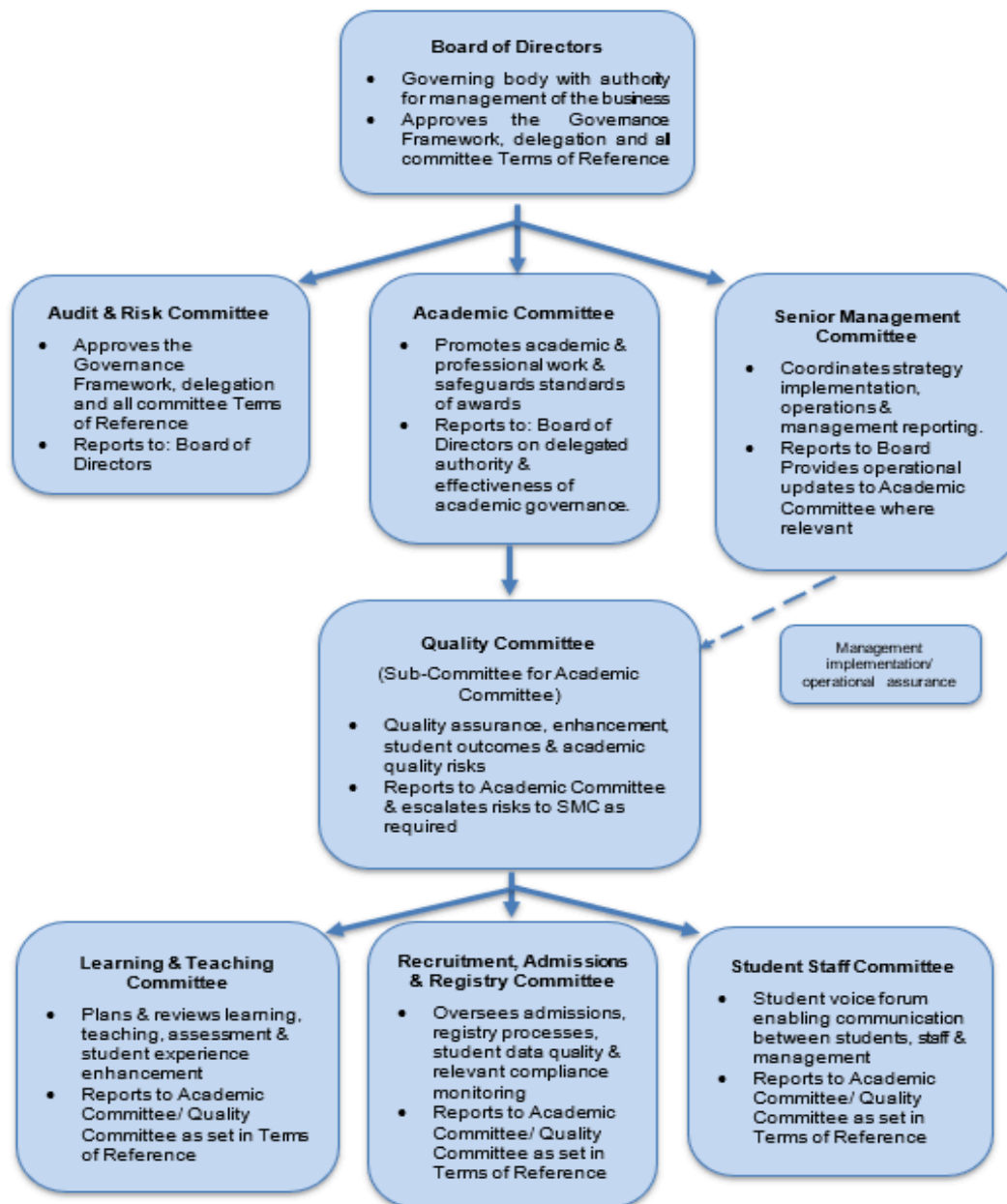


Figure 1: Belmont College’s Committee Structure

3. Belmont College Staff Organogram

Bellmont College’s Staff Organogram outlines the management structure, roles and reporting relationships within the College.

Bellmont College operates a proportionate and scalable governance and committee structure, appropriate to its current stage of development, which will evolve in line with institutional growth to ensure effective oversight, accountability, and regulatory compliance.

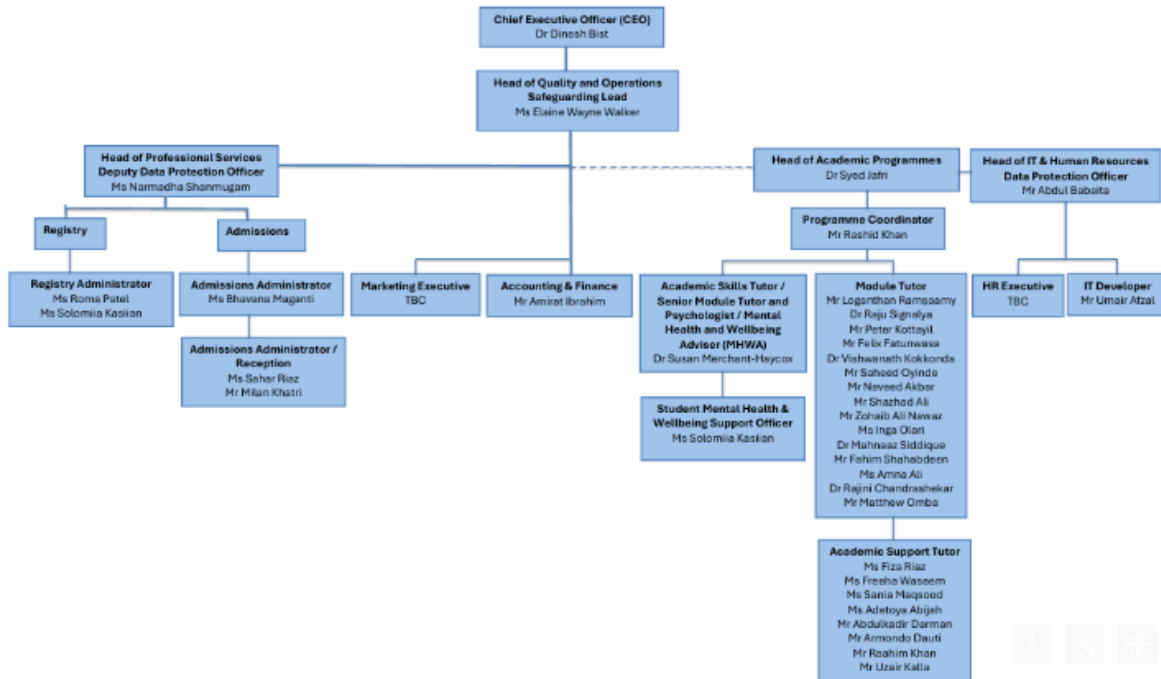


Figure 2: Bellmont College Staff Organogram

4. Terms of Reference

Each committee has a specific remit. Below are the terms of reference for each.

4.1 Senior Management Committee- Terms of Reference

1. Purpose

The Senior Management Committee (SMC) is responsible for the oversight, coordination and management of the day-to-day operations of Bellmont College and for ensuring the effective implementation of institutional strategy.

The SMC supports the Board of Governors (BoG) by ensuring that operational delivery, academic provision and institutional performance align with regulatory requirements, including those set by the Office for Students.

2. Authority and Accountability

- The SMC operates under delegated authority from the Board of Governors.
- It is accountable to the BoG for:
 - Operational performance.
 - Implementation of strategy.

- Compliance with regulatory and legal requirements.
- The SMC provides regular reports and assurance to the BoG through established governance structures.

Ultimate accountability for academic standards, quality and regulatory compliance rests with the CEO, supported by the Senior Management Team.

The Head of Quality is responsible for:

- Oversight of quality assurance and enhancement.
- Monitoring performance and identifying risks.
- Providing formal assurance reports to senior committees and the BoG.

3. Responsibilities

The SMC is responsible for:

3.1 Operational Oversight

- Overseeing the day-to-day management of the College.
- Monitoring institutional performance against strategic objectives.
- Ensuring effective resource allocation, including staffing, infrastructure and systems.

3.2 Academic Quality and Student Outcomes

- Monitoring:
 - Student recruitment, admissions and enrolment. (*RAP1 Belmont College Recruitment, Selection and Admission Policy*)
 - Progression, retention, achievement and graduate outcomes.
- Ensuring effective implementation of quality assurance processes.
- Reviewing annual monitoring reports and other academic performance data.

3.3 Risk Management

- Identifying and managing risks relating to:
 - Academic standards and quality.
 - Operations and compliance.
- Maintaining and reviewing institutional risk registers. (*BCP1 Belmont College Risk Management Policy*)
- Escalating key risks to the Board of Governors.

3.4 Financial Oversight

- Monitoring budgets and expenditure
- Ensuring financial sustainability and value for money
- Approving operational expenditure within delegated limits
- Overseeing allocation of bursaries and hardship funds

3.5 Governance and Compliance

- Ensuring compliance with:
 - OfS regulatory requirements (*QGP1 Belmont College Quality Assurance Handbook*)
 - UK legislation (e.g. GDPR, Equality Act, Health and Safety) (*BCP5 Belmont College General Data Protection & Regulation (GDPR)*)

Policy; SWP2 Belmont College Equality, Diversity and Inclusion Policy; HSP2 Belmont College Health and Safety Policy)

- Reviewing and approving:
 - Institutional policies and procedures (*QGP1 Belmont College Quality Assurance Handbook*)
 - Public information and website content (*QGP5 Belmont College Information Governance, Public Information and Transparency Policy; CAP2 Belmont College Consumer Protection Policy and Implementation Framework*)
- Ensuring the College operates as an inclusive and accessible environment

3.6 Student Experience and Engagement

- Ensuring a high-quality student experience
- Monitoring student feedback, complaints, and appeals (*CAP3 Belmont College Complaint and Appeal Policy and Procedure; CAP5 Belmont College Academic Appeals Policy*)
- Ensuring appropriate mechanisms for student engagement in governance

3.7 Human Resources and Operations

- Overseeing HR functions, including:
 - Recruitment and staffing approvals
 - Staff welfare and contractual matters
- Monitoring marketing, recruitment, and admissions strategies

4. Committee Structure and Relationships

- The SMC reports directly to the Board of Governors (BoG)
- The SMC works closely with and receives reports from:
 - Quality Committee (QC)
 - Academic Review Committee (ARC)
 - Recruitment, Admissions & Registry Committee (RARC)
 - Learning and Teaching Committee (LTC)
 - Student Services Committee (SSC)

The SMC ensures that:

- Information is effectively coordinated across committees
- Actions are implemented and monitored
- Key issues are escalated to the BoG

5. Membership

The SMC comprises senior leadership roles within the College:

- Chief Executive Officer (CEO)
- Head of Quality & Operations
- Head of Professional Services
- Head of Academic Programmes
- Head of Student and Academic Support
- Head of IT & Human Resources
- Programme Coordinator

Additional members may be co-opted as required.

6. Appointment and Term of Membership

- Membership is linked to designated senior roles within the College structure
- Members serve for the duration of their appointment to these roles
- All members are expected to demonstrate leadership aligned with public interest governance principles

7. Meetings and Quorum

- The SMC meets formally three times per year, with additional meetings convened as required
- Operational meetings may occur more frequently (e.g. monthly) where necessary

Quorum:

- A minimum of three members, including the CEO or nominated deputy

8. Conduct of Meetings

- Meetings are held in person or virtually, as agreed
- Agendas and papers are circulated at least 3 days in advance
- Minutes are recorded and distributed within two weeks
- Actions are tracked and reviewed at subsequent meetings

9. Reporting

- The SMC reports directly to the Board of Governors
- Provides:
 - Performance updates
 - Risk and compliance reports
 - Recommendations for strategic decision-making

10. Remuneration

- Participation in the SMC forms part of members' contractual duties
- No additional remuneration is provided
- Reasonable expenses may be reimbursed where applicable

11. Communication and Information Governance

- Communication is conducted via institutional systems (email, meetings, digital platforms)
- All records are securely stored in compliance with GDPR (*BCP5 Belmont College General Data Protection & Regulation (GDPR) Policy*)
- Committee documentation includes agendas, minutes, reports, and action logs

12. Effectiveness and Review

- The effectiveness of the SMC is reviewed annually
- Its structure and operation will evolve in line with institutional growth
- The committee supports a scalable and proportionate governance framework

4.2 Quality Committee- Terms of Reference

1. Purpose

The Quality Committee (QC) is responsible for the oversight, assurance, and enhancement of academic standards and quality across all higher education provision at Belmont College.

The Committee ensures that programmes are delivered in accordance with:

- Regulatory requirements of the Office for Students.
- The Quality Assurance Agency for Higher Education UK Quality Code for Higher Education. (*QGP1 Belmont College Quality Assurance Handbook*)
- Awarding partner requirements and relevant subject benchmark statements.

The QC provides assurance to the Board of Governors (BoG) and the Senior Management Committee (SMC) that academic standards are secure and that students receive a high-quality academic experience.

2. Authority and Accountability

- The QC operates under delegated authority from the Board of Governors.
- It is accountable to the BoG for:
 - Academic standards.
 - Quality assurance and enhancement.
 - Student academic experience and outcomes.
- The QC reports formally to both the SMC and BoG, providing assurance and recommendations.

3. Responsibilities

3.1 Academic Standards and Quality Assurance

- Ensure all programmes meet:
 - Awarding partner requirements.
 - External regulatory expectations.
- Monitor the effectiveness of assessment, moderation, and academic governance processes.
- Consider outcomes of Assessment Boards.

3.2 Student Outcomes (OfS B3)

- Monitor and evaluate:
 - Continuation.
 - Progression.
 - Achievement.
 - Graduate outcomes.
- Identify trends, risks, and areas for improvement.

3.3 Externality and Independent Scrutiny

- Review External Examiner reports.
- Ensure actions arising are:
 - Implemented.

- Monitored.
- Evaluated for effectiveness.

3.4 Student Voice and Experience

- Monitor:
 - Student feedback and module evaluations.
 - Complaints and appeals. (*CAP3 Belmont College Complaint and Appeal Policy and Procedure; CAP5 Belmont College Academic Appeals Policy*)
- Ensure that student perspectives inform decision-making and enhancement.

3.5 Quality Enhancement

- Oversee development and implementation of quality enhancement plans.
- Identify and disseminate good practice.
- Promote continuous improvement in teaching, learning, and assessment.

3.6 Compliance and Regulatory Requirements

- Ensure compliance with:
 - OfS conditions of registration (particularly B Conditions).
 - UK Quality Code.
 - Relevant legislation (e.g. GDPR, Equality Act, CMA).
- Review public information to ensure it is accurate, transparent, and compliant. (*QGP5 Belmont College Information Governance, Public Information and Transparency Policy; CAP2 Belmont College Consumer Protection Policy and Implementation Framework*)

3.7 Risk Management (Academic)

- Identify and monitor risks relating to:
 - Academic standards.
 - Quality of provision.
- Escalate risks to the SMC and BoG as appropriate.

4. Mandate and Scope

The QC oversees all aspects of academic quality and standards across Belmont College provision.

This includes:

- Reviewing policies and procedures related to quality assurance. (*QGP1 Belmont College Quality Assurance Handbook*)
- Monitoring student lifecycle data (admissions, retention, progression, achievement).
- Reviewing:
 - Annual monitoring reports.
 - External Examiner reports.
 - Assessment Board outcomes.
- Considering outcomes of:
 - Academic misconduct investigations. (*LTP6 Belmont College Academic Integrity and Misconduct Policy*)

- Complaints and appeals. (*CAP3 Belmont College Complaint and Appeal Policy and Procedure; CAP5 Belmont College Academic Appeals Policy*)
- Driving innovation and enhancement in academic delivery.

5. Committee Structure and Relationships

- The QC reports to the Board of Governors (BoG) and the Senior Management Committee (SMC).
- The QC works closely with:
 - Student Staff Committee (SSC).
 - Learning and Teaching Committee (LTC).
 - Recruitment, Admissions and Registry Committee (RARC), where applicable. (*RAP1 Belmont College Recruitment, Selection and Admission Policy*)

The QC:

- Receives reports from relevant committees.
- Provides direction and guidance on academic quality matters.
- Ensures effective dissemination of information across the College.

6. Membership

The QC comprises:

- Head of Quality & Operations (Chair)
- Head of Academic Programmes
- Head of Professional Services
- Programme Coordinator
- Head of IT & Human Resources
- Lead Student Representative (or nominee)

Additional members may be co-opted where specialist input is required.

7. Appointment and Term of Membership

- Staff members serve by virtue of their roles within the College.
- Student representatives are appointed for a one-year term.
- All members are expected to contribute to the maintenance of academic integrity and public interest governance principles. (*LTP6 Belmont College Academic Integrity and Misconduct Policy*)

8. Meetings and Quorum

- The QC meets four times per year (termly), aligned with governance cycles and prior to BoG meetings.
- Additional meetings may be convened where required.

Quorum:

- Minimum of three members, including at least:
 - The Chair (or nominee).
 - Two senior staff members.

9. Conduct of Meetings

- Meetings are held in person.

- Agendas and papers are circulated at least 7 days in advance.
- Minutes are recorded and distributed within two weeks.
- Actions are formally tracked and reviewed.

10. Reporting

The QC provides:

- Formal reports and assurance to the Board of Governors and SMC.
- Recommendations on:
 - Academic standards.
 - Quality improvements.
 - Risk and compliance.

11. Remuneration

- Participation forms part of members' contractual responsibilities.
- No additional remuneration is provided.
- Reasonable expenses may be reimbursed where applicable.

12. Communication and Information Governance

- Communication is conducted via institutional systems.
- All records are stored securely in compliance with GDPR.
- Documentation includes:
 - Agendas.
 - Minutes.
 - Reports.
 - Action logs.

13. Effectiveness and Review

- The QC undertakes annual review of its effectiveness.
- Its structure and remit evolve in line with institutional growth and regulatory requirements.

4.3 Learning & Teaching Committee- Terms of Reference

1. Purpose

The Learning and Teaching Committee (LTC) is responsible for overseeing, assuring, and enhancing the quality of teaching, learning and assessment across all higher education provision at Belmont College.

The Committee ensures that the student academic experience aligns with:

- Requirements of the Office for Students.
- The Quality Assurance Agency for Higher Education UK Quality Code for Higher Education. (*QGP1 Belmont College Quality Assurance Handbook*)
- Institutional policies and awarding partner expectations.

The LTC plays a key role in promoting excellence in teaching and learning, enhancing student outcomes and supporting staff development.

2. Authority and Accountability

- The LTC operates under delegated authority from the Board of Governors (BoG) via the Quality Committee (QC) and Senior Management Committee (SMC).
- It is accountable to the QC and SMC for:
 - Teaching quality.
 - Learning opportunities.
 - Assessment practices.
- The LTC provides assurance, reports and recommendations to the QC and SMC.

3. Responsibilities

3.1 Teaching Quality and Learning Opportunities (OfS B1/B2)

- Monitor and enhance teaching quality and learning opportunities.
- Ensure appropriate learning resources, staffing and support systems are in place.
- Promote innovative and inclusive teaching practices.

3.2 Assessment and Feedback (OfS B4)

- Oversee the effectiveness of:
 - Assessment design and scheduling. (*LTP4 Belmont College Internal Verification Policy*)
 - Feedback quality and timeliness. (*LTP4 Belmont College Internal Verification Policy*)
- Ensure alignment with academic standards and integrity requirements.

3.3 Student Performance and Outcomes

- Monitor:
 - Student performance data.
 - Progression and achievement.
 - Module results and trends.
- Identify risks and recommend actions for improvement.

3.4 Student Voice and Experience

- Review:
 - Module evaluations.
 - Student feedback.
 - Complaints and appeals relating to learning and teaching.
- Ensure student perspectives inform enhancements.

3.5 Staff Development and Enhancement

- Oversee:
 - Staff recruitment and allocation.
 - Peer observation and appraisal processes. (*HRP1 Belmont College Staff Development Plan*)
 - Continuing professional development (CPD).
- Promote dissemination of good practice and innovation.

3.6 Learning Support and Student Success

- Monitor effectiveness of:
 - Academic skills provision.

- Personal tutoring systems.
- Learning resources and IT support.
- Review Individual Learning Plans (ILPs) and targeted support interventions.

3.7 Equality, Diversity and Inclusion (EDI)

- Ensure inclusive teaching practices.
- Monitor support for:
 - Students with disabilities.
 - Diverse student groups.
- Promote equality, diversity, and accessibility in all learning environments. (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*)

3.8 Compliance and Governance

- Ensure compliance with:
 - OfS requirements (B conditions).
 - Institutional policies (e.g. Academic Integrity Policy). (*LTP6 Belmont College Academic Integrity and Misconduct Policy*)
 - Relevant legislation (GDPR, Equality Act, CMA).
- Review public information relating to learning and teaching.

3.9 Risk Management

- Identify and monitor risks relating to:
 - Teaching quality.
 - Student experience .
- Escalate concerns to QC and SMC.

4. Mandate and Scope

The LTC oversees all aspects of learning, teaching, and academic delivery, including:

- Programme delivery and assessment.
- Student performance and engagement.
- Staff development and teaching quality.
- Learning support systems and resources.
- Annual programme review and enhancement.

The Committee ensures continuous improvement and alignment with institutional strategy and regulatory expectations.

5. Committee Structure and Relationships

- The LTC reports to the Quality Committee (QC) and the Senior Management Committee (SMC).
- It works closely with:
 - Student Staff Committee (SSC).
 - Quality Committee (QC).
- The LTC:
 - Provides relevant data and reports.
 - Provides recommendations and actions.
 - Escalates risks and key issues.

6. Membership

The LTC comprises:

- Head of Academic Programmes (Chair)
- Programme Coordinator
- Module Tutors
- Academic Support Tutors
- Head of Quality & Operations
- Head of Professional Services
- Head of IT & Human Resources
- Student Representative(s)

Additional members may be co-opted as required.

7. Appointment and Term of Membership

- Staff members serve by virtue of their roles.
- Student representatives serve a one-year term.
- Members are expected to contribute to academic quality and public interest governance principles.

8. Meetings and Quorum

- The LTC meets termly (minimum three times per year)
- Additional meetings may be convened as required

Quorum:

- Chair (or nominee) plus
- At least 50% of Tutors

9. Conduct of Meetings

- Meetings are held in person.
- Agendas and papers circulated at least 7 days in advance.
- Minutes recorded and distributed within two weeks.
- Actions are tracked and monitored .

10. Reporting

- The LTC provides:
 - Reports and recommendations to the QC and SMC.
- Assurance on:
 - Teaching quality.
 - Student experience.
 - Assessment practices.

11. Remuneration

- Participation forms part of members' contractual responsibilities.
- No additional remuneration is provided unless self-employed.
- Reasonable expenses may be reimbursed where applicable.

12. Communication and Information Governance

- Communication via institutional systems (email, meetings, digital platforms).

- Records stored securely in compliance with GDPR.
- Documentation includes:
 - Agendas.
 - Minutes.
 - Reports.
 - Action logs.

13. Effectiveness and Review

- The LTC undertakes annual self-evaluation.
- Its structure evolves in line with institutional growth and regulatory expectations.

4.4 Recruitment, Admissions & Registry Committee- Terms of Reference

1. Purpose

The Recruitment, Admissions and Registry Committee (RARC) is responsible for overseeing the strategic and operational management of student recruitment, admissions and registry functions at Belmont College. *(RAP1 Belmont College Recruitment, Selection and Admission Policy)*

The Committee ensures that processes are:

- Fair, transparent and consistent.
- Aligned with the Quality Assurance Agency for Higher Education UK Quality Code for Higher Education. *(QGP1 Belmont College Quality Assurance Handbook)*
- Compliant with the regulatory requirements of the Office for Students.

The RARC supports the College in recruiting and admitting students who are appropriately prepared for their chosen programmes, while maintaining robust student records and regulatory compliance.

2. Authority and Accountability

- The RARC operates under delegated authority from the Board of Governors (BoG) via the Senior Management Committee (SMC) and Quality Committee (QC).
- It is accountable to the SMC and QC for:
 - Recruitment and admissions processes.
 - Registry operations and data integrity.
 - Compliance with legal and regulatory frameworks.
- The Committee provides assurance, reports, and recommendations to the SMC and QC.

3. Responsibilities

3.1 Recruitment and Admissions (UK Quality Code)

- Ensure admissions processes are:
 - Fair, transparent, and consistently applied.
 - Aligned with institutional policies and external expectations.
- Oversee applicant journey from enquiry to enrolment.

- Monitor admissions decision-making and selection criteria. (*RAP1 Belmont College Recruitment, Selection and Admission Policy*)

3.2 Widening Participation and Access

- Promote equality of opportunity and widening participation. (*SWP2 Belmont College Equality, Diversity and Inclusion Policy*)
- Support inclusive recruitment strategies.
- Monitor applicant diversity and access trends.

3.3 Information for Applicants (OfS C Conditions)

- Ensure that all information provided to applicants is:
 - Accurate.
 - Clear.
 - Timely.
 - Accessible.
- Oversee marketing and recruitment communications.

3.4 Registry and Student Records

- Maintain accurate and secure student records, including:
 - Admissions data.
 - Attendance.
 - Assessment submissions.
 - Progression data.
- Ensure systems support reporting, compliance, and student lifecycle tracking.

3.5 Attendance and Engagement Monitoring

- Monitor student attendance and engagement.
- Identify risks relating to:
 - Retention.
 - Progression.
- Escalate concerns to SMC and QC as appropriate.

3.6 Assessment Administration

- Oversee registry processes relating to assessment:
 - Submission of coursework.
 - Tracking and recording of assessments.
 - Adherence to deadlines and regulations.
- Ensure integrity and accuracy of academic records.

3.7 Risk Management

- Identify and manage risks relating to:
 - Recruitment targets.
 - Admissions processes.
 - Data integrity and compliance.
- Develop mitigation strategies and escalate risks where necessary.

3.8 Compliance and Legal Requirements

- Ensure compliance with:
 - OfS requirements.

- GDPR.
- Equality Act.
- Consumer protection law (CMA guidance). (*CAP2 Belmont College Consumer Protection Policy and Implementation Framework*)
- Ensure ethical and lawful handling of applicant and student data.

4. Mandate and Scope

The RARC oversees all aspects of recruitment, admissions, and registry operations, including:

- Recruitment strategy and market engagement.
- Admissions policies and decision-making processes. (*RAP1 Belmont College Recruitment, Selection and Admission Policy*)
- Applicant communication and conversion.
- Student record management and registry systems.
- Attendance monitoring and engagement tracking.
- Assessment submission and academic record-keeping.

The Committee ensures that recruitment and admissions practices support student success, institutional sustainability, and regulatory compliance.

5. Committee Structure and Relationships

- The RARC reports to the Senior Management Committee (SMC) and Quality Committee (QC).
- It works closely with:
 - Learning and Teaching Committee (LTC).
 - Student Services Committee (SSC).

The RARC:

- Shares minutes and reports with relevant committees.
- Ensures alignment between recruitment, admissions and academic delivery.
- Escalates key risks and issues.

6. Membership

The RARC comprises:

- Head of Professional Services (Chair)
- Head of Quality & Operations
- Head of Academic Programmes
- Head of IT & Human Resources
- Programme Coordinator
- Additional staff as required
- Student Representative (where appropriate)

Additional members may be co-opted to provide specialist input.

7. Appointment and Term of Membership

- Staff members serve by virtue of their roles.
- Student representatives (where applicable) serve a one-year term.
- Members are expected to uphold public interest governance principles.

8. Meetings and Quorum

- The RARC meets three times per year, and additionally following each student intake where required.

Quorum:

- Minimum of three members, including:
 - Chair (or nominee).
 - At least two senior staff members.

9. Conduct of Meetings

- Meetings are held in person.
- Agendas and papers circulated at least 7 days in advance.
- Minutes recorded and distributed within two weeks.
- Actions are tracked and monitored.

10. Reporting

The RARC provides:

- Reports and recommendations to the SMC and QC.
- Assurance on:
 - Admissions integrity.
 - Recruitment performance.
 - Registry accuracy and compliance.

11. Remuneration

- Participation forms part of members' contractual duties.
- No additional remuneration is provided.
- Reasonable expenses may be reimbursed where applicable.

12. Communication and Information Governance

- Communication via institutional systems (email, meetings, digital platforms).
- Records stored securely in compliance with GDPR.
- Documentation includes:
 - Agendas.
 - Minutes.
 - Reports.
 - Data records.

13. Effectiveness and Review

- The RARC undertakes an annual review of its effectiveness.
- Its structure evolves in line with institutional growth and regulatory expectations.

4.5 Student Staff Committee- Terms of Reference

1. Purpose

The Student Staff Committee (SSC) provides a formal mechanism for student engagement, representation and partnership in the assurance and enhancement of academic quality and the wider student experience at Belmont College.

The SSC ensures that the student voice is systematically captured, considered and acted upon, in line with: (*LTP11 Belmont College Student Partnership – Declaration of Authenticity; QGP4 Belmont College Student Representative Handbook*)

- Expectations of the Office for Students (particularly student engagement requirements).
- The Quality Assurance Agency for Higher Education UK Quality Code for Higher Education. (*QGP1 Belmont College Quality Assurance Handbook*)

2. Authority and Accountability

- The SSC operates within the College's governance framework and reports to the Senior Management Committee (SMC).
- It also provides input to the Quality Committee (QC) and Learning and Teaching Committee (LTC).
- The SSC does not make formal decisions on behalf of the College but provides advice, feedback and recommendations.

Student representatives also contribute directly to governance through membership of:

- QC
- LTC
- Board of Governors (BoG), where applicable

3. Responsibilities

3.1 Student Voice and Representation (OfS B5)

- Facilitate effective student representation and engagement.
- Ensure student perspectives inform institutional decision-making.
- Provide structured opportunities for dialogue between students and staff.

3.2 Feedback and Enhancement

- Gather and review:
 - Student feedback on academic experience.
 - Module evaluations.
 - Institutional surveys.
- Identify:
 - Areas of good practice.
 - Areas for improvement.
- Contribute to and monitor quality enhancement actions.

3.3 Student Experience

- Consider issues affecting the student experience, including:
 - Teaching and learning.
 - Assessment and feedback.
 - Resources and facilities.
 - Admissions and support services.

- Promote improvements to the overall student journey.

3.4 Communication and Engagement

- Facilitate communication between:
 - Students.
 - Academic staff.
 - Professional services.
- Ensure students are informed about:
 - Institutional developments.
 - Policies and procedures. (*QGP1 Belmont College Quality Assurance Handbook*)

3.5 Contribution to Quality Assurance

- Provide input into:
 - Annual monitoring and review processes.
 - External Examiner reports.
 - Institutional evaluations.
- Ensure feedback is integrated into the College's QA processes.

3.6 Student Development and Engagement

- Promote student involvement in:
 - Governance and representation.
 - Employability and enrichment activities.
- Support development of transferable skills through representation roles.

4. Mandate and Scope

The SSC considers all matters relating to the student experience and student lifecycle, including:

- Recruitment and admissions experience.
- Teaching, learning and assessment.
- Academic support and personal tutoring.
- Learning resources and facilities.
- Student wellbeing and engagement.

The Committee provides a structured forum for students to:

- Raise concerns.
- Share feedback.
- Propose enhancements.

5. Committee Structure and Relationships

- The SSC reports to the Senior Management Committee (SMC)
- It shares minutes and recommendations with:
 - Quality Committee (QC)
 - Learning and Teaching Committee (LTC)

The SSC:

- Feeds into institutional decision-making.
- Ensures student voice is embedded across governance structures.

6. Membership

The SSC comprises:

- Lead Student Representatives (Chairing role, rotating or elected.)
- Student Representatives from each programme.
- Head of Academic Programmes
- Programme Coordinator
- Head of Quality & Operations
- Head of Professional Services
- Additional staff members as required

As the College grows, representation may expand to include:

- Specialist student roles (e.g. Disability Advocate, Employability Representative)

7. Appointment and Term of Membership

- Student Representatives are elected by their peers during induction or at the start of programmes.
- Lead Student Representatives are elected from among the representatives.
- Term of office: one academic year.

8. Meetings and Quorum

- The SSC meets termly (minimum three times per year)

Quorum:

- At least 50% of student representatives.

9. Conduct of Meetings

- Meetings are held in person.
- Agendas are set by student representatives.
- Papers circulated at least 7 days in advance.
- Minutes recorded by student representatives and distributed within two weeks.
- Actions are tracked and monitored.

10. Reporting

The SSC provides:

- Feedback and recommendations to the SMC, QC, and LTC.
- Input into:
 - Quality assurance processes.
 - Enhancement planning.

Student representatives also report back to the wider student body.

11. Remuneration

- Student representatives are not currently remunerated.
- Reasonable expenses may be reimbursed where applicable

12. Communication and Information Governance

- Communication via institutional channels (email, meetings, digital platforms).

- Records stored securely in compliance with GDPR.
- Documentation includes:
 - Agendas.
 - Minutes.
 - Feedback summaries.

13. Effectiveness and Review

- The SSC is reviewed annually to ensure:
 - Effective student engagement.
 - Representation across programmes.
- Its structure evolves in line with institutional growth.

14. Student Engagement in Quality Assurance (*LTP11 Belmont College Student Partnership – Declaration of Authenticity*)

Students contribute to quality assurance through:

- Participation in the Student Staff Committee (SSC).
- Representation on institutional committees (QC, LTC, BoG where applicable) .
- Engagement with:
 - Module evaluations.
 - Surveys.
 - Feedback mechanisms.

All feedback is:

- Systematically reviewed.
- Used to inform enhancement.
- Monitored through the College’s governance and QA processes.

Bellmont College Management, Committee Structure, Organogram and Terms of Reference					
Version	Date	Author(s)	Amendments	Approved by	Next review
1	March 2023	Head of Quality and Operations	New Document	Board of Governors	February 2024
2	February 2024	Head of Quality and Operations	Updated Document	Board of Governors	October 2024
3	October 2024	Head of Quality and Operations	Revised Document	Board of Governors	October 2025
4	March 2026	Head of Quality and Operations	Revised Document	Board of Directors	March 2027