Title of Paper	Student Experience & Quality Enhancement Committee – Remit, Membership and Dates of Meetings for 2025/2026
Presented by:	Gordon Hunt, Chair
Decision:	For Approval
Status:	**PUBLIC**

Purpose / Executive Summary:

The Remit of the Student Experience & Quality Enhancement Committee is subject to annual review as per paragraph 6 of the Remit.

As well as the change of name, there have been a number of additions made to enhance the Committee's remit

The Membership of the Committee, and dates of meetings during 25/26 are noted for information.

Recommendations:

The **Committee** is asked to **note** the membership and dates of meetings for 2025/2026 and consider and **approve** the revised Committee Remit for submitting to the Board for final approval.

Implications:	
Financial	All implications are covered within individual reports submitted for the Committee's consideration.

The Remit of the Committee has been developed to ensure all areas noted are covered. |
Student Experience	
People	
Legal	
Reputational	
Community/ Partnership impact	
Equalities	
Environment	

Student Experience & Quality Enhancement Committee Membership – 2025/2026
Gordon Hunt, Chair
Anne Campbell, Principal
Jane McKie, Vice Chair
Dr Jillian Couto-Pheonix
George Cooper
George Rice, Teaching Staff Member
Dave Donaldson, TU Board Member (EIS/FELA)
Samantha Mason, Student President

In attendance:
Dr Waiyin Hatton (ex officio)
Angela Pignatelli, Vice Principal Educational Leadership
Cathy MacNab, Assistant Principal Performance & Skills
Elodie Lemaire, Assistant Principal Creativity & Skills
Jim McAllister, Interim Assistant Principal Enterprise & Skills
Wendy Sheridan-Price, Interim Assistant Principal Quality Enhancement
Nathan Tyler, Director of Communications, Engagement & Student Experience
Susan McDonald, Governance Manager

Quorum: No less than 50% of Board Members on the Committee, with a minimum of two Board Members

Dates of Meetings 2024/2026

Committee meetings will be held via Teams at 4pm on dates noted:

Wednesday 10 September 2025
Wednesday 19 November 2025
Wednesday 25 February 2026
Wednesday 3 June 2026

Remit of Learning, Teaching and Quality Committee

The revised Remit of the Committee is attached to this paper for approval.

Board of Management – <mark>Student Experience & Quality Enhancement (SEQE)</mark> Committee

Statement of Purpose

The Board of Management provides the principal governance mechanism through which all activities are managed in accordance with relevant legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness, and economy. The Board of Management has delegated some of its responsibilities to certain committees.

The main purpose of <mark>Student Experience & Quality Enhancement</mark> Committee is to:

- <mark>To provide a forum for the debate of all matters relating to learning, teaching and the student experience, and to foster excellence within the following key themes:</mark>
  - <mark>Learning & Teaching.</mark>
  - <mark>Student Experience & Engagement.</mark>
  - <mark>Quality Enhancement and Quality Assurance.</mark>
  - <mark>Business, Enterprise and Skills Development.</mark>
  - <mark>Continuing Professional Development.</mark>
- Have strategic oversight of all learning, teaching, training and skills development within the College, ensuring the highest quality of student experience and the development of a sustainable and innovative curriculum to meet the current and future skills needs of students, employers and the Region.
- Advise on the strategic direction for the allocation and development of college resources to best meet the needs of learning, teaching and students.
- Ensure the College meets the Scottish Government and Scottish Funding Council requirements relating to Learning, Teaching and Quality in the <mark>Outcome Framework and Assurance Model,</mark> and monitor associated targets, performance and performance indicators through the Tertiary Quality Enhancement Framework (TQEF) .
- Advise on the strategic implementation, review and development of required strategies and policies that reflect best practice and improve the student experience.

1. **Remit**

<mark>**Student Experience**</mark>
a) To consider and advise the Board on strategic matters relating to the student experience, including:
   - Receive regular reports from Student Association on its activities and achievements
   - Fair access and transitions for all
   - Student participation, engagement <mark>and feedback</mark>
   - Student Support Services, Safeguarding and student wellbeing
   - Guidance and support for the diversity of student groups
   - Access to resources to support learning, including IT and Estates.
b) To consider and advise the Board on strategic matters relating to the curriculum, including:
   - The planning, development and delivery of the College curriculum, alternative income and commercial provision to meet <mark>and enhance</mark> student, employer and regional needs.

- Student ==recruitment== and enrolment and changes in curriculum delivery impacting on the utilisation of resources, including staffing, IT and estates.
- Initiatives, innovation and partnerships to support the delivery of the College curriculum and alternative income portfolio.
- ==Guide the development of and review the implementation== of the "Learning, Teaching and Student Experience Strategy" and the objectives therein.

c) To consider and advise the Board on strategic matters relating to the student experience, teaching and learning including:
- The delivery and development of skills to meet student, employer and regional current and future needs.
- Innovations and the enhancement of the Learning and Teaching delivery and associated development of staff =="Learning, Teaching and Student Experience Strategy".==
- The use of digital technology and resources to enable and enhance learning and actions as per the Digital Strategy.

d) To monitor expenditure of the annual budget of the Students' Association, based on reports received from the Student President, and to confirm to the Board that these are in line with the plans of the Students' Association.

e) ==To receive and consider reports on apprenticeship and work-based learning programmes.==

f) ==To receive and consider an annual report on services to support the student experience which will incorporate safeguarding.==

g) ==To receive and consider a Student Satisfaction Annual Report.==

h) ==To review and monitor College services which are provided to support the student journey, including quality of learning and teaching and student satisfaction.==

i) ==To review and monitor equality and diversity outcomes, scrutinise data and receive reports on learner profiles and interventions.==

j) ==To provide updates on Stakeholder engagement, economic research, business development, partnerships, international development, commercial and alternative funding.==

==Quality Enhancement==

k) To consider and advise the Board on strategic matters relating to quality and performance including;
- ==National Sector Performance Indicator Benchmarking.==
- College quality assurance, improvement and enhancement strategies.
- Trends and achievement of Quality Performance Indicators (PIs), including student retention, attainment, progression, ==outcome, post-course destination== and satisfaction.
- The development of the college annual Self Evaluation and Action Plan (SEAP) and the Scottish Funding Council Outcomes Framework and Assurance Model.
- Performance in external body quality reviews, reports and surveys==, including progress and outcomes of engagement with the Tertiary Quality Enhancement Framework (TQEF) through the Quality Assurance Agency (QAA).==

l) To consider and advise the Board on the current and future external factors and initiatives which may strategically impact upon the College curriculum, partnerships, income generation and Committee remit.

m) ==To promote and retain oversight of stakeholder engagement, marketing and economic research (regional and national), business development, partnerships and international development in relation to alternative income and enterprise opportunities for learning and teaching skills development.==

n) To monitor and advise the Board on the progress in delivering the curriculum and the student experience elements and targets in the Outcome Framework & Assurance Model (OFAM) and Self Evaluation and Actin Plan (SEAP).

o) To receive and consider Internal Audit Reports as they relate to the remit of the committee.

p) To oversee significant risks to the overall organisational objectives on matters that fall within the Committee's remit and to ensure the mitigating actions for such risks are addressing the risk factors, and work to mitigate risk is progressing in line with agreed timelines.

q) To advise Audit & Risk Committee and the Board of Management on the adequacy of the risk management framework.

r) To celebrate success with staff and students.

Other

s) To receive reports from College Committees and work groups related to the Committee remit.

2. Measures of Success

The key measures of success of Student Experience & Quality Enhancement Committee will be:

a) The achievement of targets in the OFAM and TQER and SEAP

b) The College makes a more effective contribution to the region through joint working with partners to meet Industry and Community Planning Partnership objectives.

c) The improvement of retention, attainment and positive destinations for all students.

d) The high-quality student experience across all campuses evidenced by increased levels of student satisfaction.

f) The curriculum is characterised by greater innovation in learning and teaching methodologies.

g) The curriculum is refreshed annually with courses which better address skills gaps and shortages in the regional economy.

h) The curriculum is informed by more and better engagement with priority employers and employer organisations that reflect the College's regional, national and global ambitions.

i) The College works more effectively with its regional university partners to improve progression opportunities for all HE programmes.

3. Membership

Principal
A minimum of four non-executive members of the Board of Management, one of whom will Chair.
Teaching Staff Member
Teaching Union Board Member
Student Board Member
Chair of the Board (ex officio)

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee. Such members will normally be appointed for one year, will be subject to annual review, and may be re-appointed annually up to a maximum of 4 years.

In attendance
Vice Principal Educational Leadership
Governance Manager
Assistant Principal, Performance and Skills

Assistant Principal Creativity and Skills
Assistant Principal Technology and Skills
Assistant Principal Enterprise and Skills
Director of Communications, Engagement & Student Experience
Interim Assistant Principal Quality Performance & Enhancement
Other Members of the Senior Leadership Team as Required.

- The Chair and Vice Chair of the Committee will be non-executive Board Members and will be appointed by the Board of Management.
- Chair, Vice Chair, and members appointments to the Committee will be between 3 to a maximum of 5 years, providing systematic opportunities for Committee members to serve on another Committee.
- Board Members can request to attend other Committees' meetings as observers, providing opportunities to gain more understanding of the respective Committees' issues.
- The Chair of the Board of Management will be an ex- officio member of the Committee.
- The Committee is empowered to invite other members of the Executive / Senior Leadership Team to attend meetings of the Committee.

4.   Frequency of Meetings

The Committee will meet at least four times per year.

5.   Quorum

A quorum will be no less than 50% of Board members on the Committee, with a minimum of two non-executives.

6.   Reporting Arrangements.

The Chair of the Committee shall report on the work and recommendations of the Committee to the next scheduled Board meeting and the minutes of its meetings will be circulated to the Board for information.

7.   Secretariat

Secretariat will be provided by the Governance Manager. Papers for meetings will be sent out electronically 7 days in advance of the meeting.

Minutes will be kept of the proceedings of the Committee by the Governance Manager. These will be circulated in draft format normally within ten working days to the appropriate executive representative for checking and then to the Chair of the Committee for consideration.

8.   Review

The Remit will be subject to review annually unless organisational and business changes require this be earlier. The next review is due in September 2027.

Title of Paper	Student Association Updates and Revised SA Constitution
Presented by:	Freshta Qaderi and Samantha Mason
Recommendation:	To Approve the revised constitution
Status:	PUBLIC
Linked To:	
KPI(s)	recruitment, student experience
Strategic Objective	Students, Partnerships, People and Future
Strategic Risk	If the SA profile is not impactful leading to a risk of not harnessing the student voice.

Purpose / Executive Summary:

To provide the Committee with a comprehensive update on the activities and initiatives delivered by the Students' Association over the past few months and to seek formal approval of the revised Students' Association Constitution.

Recommendations:

The Committee is asked to note the updates provided and **approve** the revised Students' Association Constitution.

Implications:	
Financial	There are no direct financial implications associated with this paper.
Student Experience	SA working to Enhance the student experience across all campus with various events and representation
People	There are no human resource implications associated with this paper.
Legal	There are no legal implications associated with this paper.
Reputational	There are no reputational implications associated with this paper.
Community/ Partnership impact	Work with Internal communities to raise awareness of the student association
Environment	There are no environmental implications associated with this paper.
Equalities	There are no equality implications associated with this paper.

Student Association Update – September 2025

The period following the conclusion of the 2024/25 academic year has been particularly active for the Students' Association. Notably, three new Campus Student Presidents have been successfully elected.

Freshta Qaderi	Greenock Campuses
Summer McCafferty	Clydebank Campus
Samantha Mason	Paisley Campus

The Presidents started their roles in July 2025 and participated in a range of training and support activities throughout the summer. These included attendance at key sector events such as the *NUS 'Leading Change'* conference in Dundee and the Sparqs *'That's Quality'* event held at Queen Margaret University. In addition, the college facilitated a series of workshops and support days during July, designed to enhance everyone's personal attributes and further develop the skills essential for their roles and responsibilities.

Student Association Liaison Officers
Approval has been granted for 1.5 FTE (Full-Time Equivalent) SALO temp staffing positions. Recruitment for these roles is currently underway, with the expectation that successful candidates will be in post by October 2025.

Freshers Engagement so far
- 500+ students attended Paisley Freshers
- 180+ students attended Finnart Freshers
- 170+ students attended Waterfront Freshers
- Over sixty vendors will have participated across the 4-day Freshers programme.

Student Services & Wellbeing
- Freshta raised concerns regarding the discontinuation of the free breakfast provision. In response, the Principal and Vice Principal took swift action to reinstate the service, ensuring continued support for students who depend on it.
- Freshta is also in discussions with the Senior Leadership Team to explore opportunities for enhancing the breakfast offering during the winter months.
- Preparations are underway to involve various departments in supporting the upcoming Wellbeing Days, fostering a collaborative approach to student health and wellbeing.

Up and coming Events & Initiatives
- Meta Performance Week is currently in the planning stages and aims to support student development by providing targeted upskilling opportunities.
- In celebration of Black History Month, a student-led art exhibition will be held, showcasing creative works inspired by this year's theme.
- Freshta is exploring the possibility of hosting a Multicultural Day, designed to celebrate diversity and promote cultural awareness across the campus.

- Two new clubs and societies have been successfully launched at the Paisley Campus, receiving strong student engagement. There is growing interest in establishing an additional "Geek Club" to meet demand.

Student Representation & Training
- Class Representative Training is scheduled for the week commencing 15th September, with an evening session specifically designed to accommodate part-time students and apprentices. An email has been circulated to all Curriculum Quality Leaders (CQLs) requesting the nomination of Class Representatives.
- The Students' Association has successfully appointed five new officers, two LGBTQ+ Officers, one BAME Officer, one Disability Officer, and one Wellbeing Officer, strengthening representation across key student communities.
- The Quality Team is currently collaborating with the Students' Association to identify suitable student leads for TQER and STEP, in preparation for the upcoming TQEF review.

Raising the profile of the Students' Association and Student Presidents

- A key priority moving over the next few weeks is to enhance awareness of the Students' Association and its role in supporting the student community. The successful Freshers' events served as a strong foundation. The SA will build on this momentum with a comprehensive awareness campaign, incorporating promotional materials such as posters and targeted social media content. Additionally, campus presidents will engage directly with class groups by visiting classrooms to further promote the Association and its services.
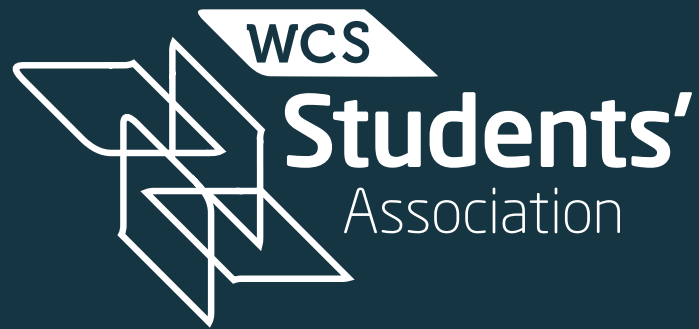
West College Scotland Students' Association

Constitution September 2025

ARTICLE 1: NAME

The Students' Association is called 'West College Scotland's Students' Association'. In the rest of the Constitution, our name appears as West SA'.

ARTICLE 2: PURPOSE

West SA is established for the following purposes:

- **To represent the interests of West College Scotland students and to act as a voice for the student body.**
- **Represent our members at local and national levels.**
- **To provide opportunities for personal and leadership development.**
- **To advance the educational and social development of its members and students of the college as a whole.**
- **To promote and protect the welfare of its members.**

These aims and objectives shall be practised without discrimination. This includes discrimination on the grounds of any protected characteristics as defined by the Equality act 2010.

How we achieve these aims and objectives will be detailed in the West SA Strategic and Operational plans, and appropriate partnership working agreements with the College.

ARTICLE 3: MEMBERSHIP

All students who are enrolled at West College Scotland and aged of 16 or over shall automatically become members of the Association unless they opt out of membership.

Any Sabbatical Officer shall be a full member of the Association. They must be enrolled as current student at the time of nomination.

3.1 Ordinary membership

- **All enrolled students attending the College shall be deemed Ordinary Members of the Association. This includes all students regardless of mode of attendance.**
- **The only students not to be Ordinary members of the Association shall be those who choose to opt out of membership by contacting the Students' Association in writing or are under the age of 16.**
- **All Ordinary Members should produce student identification when requested to do so by Officers or staff of the Association.**

3.2. Executive Membership

All ordinary members can join the West SA Executive. The Executive Membership shall be constituted as follows:

- **Sabbatical officers**
- **At least six other liberation officers**

We have a variety of roles, all of which help deliver the work of West SA. Executive members make up our Executive Committee. If the Executive members are unable to fulfil their duties as an executive committee due to not meeting the required membership number, governance will be handled by the sabbatical officers and the Student Rep Council until the executive committee can resume their responsibilities.

3.2.1 Sabbatical Officers

In a student association, a sabbatical officer is an elected student representative who received renumeration to work on behalf of the student body. They are elected by the student body and their role is to represent the interests of students and ensure that their voices are heard by the College and other external organisations. As sabbatical officers receive remuneration for their services, they are accountable to a terms of service agreement, an officer code of conduct, constitutional obligations, and relevant College policies. Sabbatical officers oversee the day-to-day operations of West SA and, in addition to their remits as part of their role description, are also responsible for activities such as:

- **Developing and implementing policies: Sabbatical officers work on developing and implementing policies that address the needs and concerns of the student body.**

- **Supporting student groups: Sabbatical officers provide support to student groups and organisations, helping them to achieve their goals and ensuring that their voices are heard.**

- **Running campaigns: Sabbatical officers run campaigns on issues that affect students, such as mental health, student welfare, and access to education.**

- **Working with college officials: Sabbatical officers work closely with college officials to ensure that student concerns and needs are addressed.**

Overall, sabbatical officers are a vital part of a student association as they provide a dedicated and focused voice for the student body, ensuring that their interests are represented, and their needs are met.

3.2.2 Liberation Officers

A liberation officer is a student who volunteers their time to work on behalf of the student body and assist in the running of the association. Liberation officers can hold a variety of roles and responsibilities, depending on the needs and goals of the Students' Association. Some examples of liberation officer roles include:

- **Black and Minority Ethnic (BAME) Liberation Officer, including students of African, Asian, Arab and Afro-Caribbean descent, those from minority ethnic groups including Jewish and Romani students, and those who identify as having mixed or multiple ethnicities**

- **Disabled Liberation Officer, including students with a physical disability, mental health condition, or a Specific Learning Difference**

- **LGBTQ+ Liberation Officer, including but not limited to students who identify as lesbian, gay, bisexual, trans, queer, intersex, and asexual.**

- **Mature Students Liberation Officer, To identify and organise campaigns to raise awareness of the relevant issues affecting mature students.**

- **Womens Liberation Officer, A Women's Officer may advocate for gender equality and support initiatives that address the specific needs and concerns of female students within the student body.**

Liberation officers can be elected at the beginning of the academic session or be 'Co-opted' by a simple majority vote of the Executive Committee.

Liberation officers are important for the success of a students' association as they provide valuable support and assistance in a variety of areas. Their contributions are a testament to the spirit of community and volunteerism that often characterises student life.

3.3. Student Representative Council

The Student Representative Council hereafter referred to as the SRC is comprised of maximum of 15 reps. These Representatives serve as a channel for feedback to both the College and the Students' Association. They hold the West SA Executive accountable and relay feedback from class representatives.

- **The SRC will also be able to hold a vote of no confidence on any Executive Committee member.**
- **The SRC shall meet at least three times in an academic year.**
- **An emergency SRC meeting may be called in the event of a vote of no confidence being triggered.**
- **SRC meetings will give information to students on current topics and campaigns and will be a forum for students to share their views and raise any concerns.**
- **A member of the Executive Committee must be present.**
- **Minutes and updates from the meetings will be made available for the whole student body.**

3.4. Expulsion of Members
3.4.1. Sabbatical Officers

Any Sabbatical member of the Association shall be removed from office if one of the following occurs:

- **Receiving a vote of no confidence from the student membership**
- **Receiving a vote of no confidence from the SRC.**
- **Non adherence to terms of service agreement, officer code of conduct, West SA constitution or other relevant college policies (GDPR, Health and Safety etc.)**
- **Missing three consecutive meetings without submitting apologies.**
- **Missing two consecutive votes without abstaining**

3.4.1.1 Membership Vote of No Confidence

The membership can hold a vote of no confidence via referendum. For this to happen the following conditions must be met:

- **Petition: First, you need to state your reasons for why you wish to call a no confidence vote for a Sabbatical Officer on a petition. This needs to be signed by at least 1% of all West SA Members. Once we've verified the signatures, a referendum vote will take place.**
- **Referendum: Voting will open and at least 5% of West SA membership must cast a vote.**
- **Majority Vote: A two thirds majority vote is required for the vote of no confidence to be implemented.**

3.4.1.2. SRC Vote of No Confidence

The Student Rep Council can hold a motion to implement a vote of no confidence on any sabbaticals, on the following grounds:

- **Sabbatical officers are not fulfilling their duties.**
- **Sabbatical officers are bringing West SA into disrepute.**

In order for the SRC to hold a vote of no confidence, the SRC must be presented a petition signed by 150 ordinary members.

Or

A Sabbatical Officer's report has been 'disapproved' twice by the rest of the Executive Committee or SRC, and a motion to hold a vote has been proposed and seconded by Executive Committee members or SRC members.

In the event of a no confidence vote being passed by the SRC on a sabbatical officer, they shall be deemed to have resigned. The person concerned shall have a right to be heard prior to the SRC reaching a decision.

A vote of no confidence is reached by a two thirds majority.

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3.4.1.3. Non adherence to statutory, regulatory and governance policies and procedures

Failure to adhere to relevant statutory, regulatory and governance policies and procedures will be considered gross misconduct and will be addressed under the appropriate college disciplinary procedures.

3.4.1.4. Missing three consecutive meetings without submitting apologies.

Missing meetings without submitting an apology demonstrates a lack of commitment and responsibility, undermining the trust and effectiveness of the team. Consistent attendance is crucial for maintaining communication and ensuring that all members contribute to decision-making processes; hence, failure to adhere to this expectation will result in gross misconduct.

3.4.1.5. Missing two consecutive votes without abstaining

Missing two consecutive votes without formally abstaining constitutes gross misconduct because it indicates a neglect of duty and undermines the decision-making process. Active participation in voting is essential for representing the interests of the student body and ensuring all voices are considered in governance. Note that this does not apply in cases of annual leave or sickness.

3.4.2. Executive Committee members excluding sabbaticals

Any member of the executive committee will be subject to a vote of no confidence by the SRC if

- **their report has been 'disapproved' twice by the rest of the Executive Committee or SRC.**
- **They miss two consecutive votes without abstaining.**

3.4.3. Ordinary members

Any ordinary member who discontinues studying with WCS, will automatically cease to be a Member of the Association.

3.4.4. Student Representative Council

Any SRC member who misses two consecutive votes without abstaining will be considered to have resigned, and the vacant position will be offered to other ordinary members.

ARTICLE 4: GOVERNANCE

The WCS SA shall be governed by the Executive Committee consisting of Sabbatical and Liberation Officers and the SRC.

The Executive Committee membership shall be elected by the student body through a democratic process, such as an election, for a term of one academic year.

Liberation officers may be co-opted by a simple majority of the Executive Committee. Sabbatical officers cannot be co-opted.

Any ordinary member is eligible to run for a position on the Executive Committee.

The Executive Committee shall have the power to make decisions on behalf of West SA.

4.1 Executive Committee Duties

The duties of the Executive Committee shall include, but not be limited to:

- Setting policies and priorities for the West SA in conjunction with the SRC.

- Providing a forum for West College Scotland students and the SRC to discuss issues and make suggestions for improvement.

- Monitor and discuss the events and decisions of the formal college decision making bodies and to raise concerns of members to College management and the Board of Management.

- Approve reports from committees and sabbaticals.

- Monitor and oversee the finances and budgets of the Association.

- Organising and promoting events and activities for West College Scotland students.

- Address any concerns raised by the SRC.

4.2 Executive Committee Meetings

The Executive Committee shall meet at least once a month.

- WCS staff may be in attendance to support the Executive Committee but will not have any voting privileges.

- The Chair will normally be a Student President. The dates of Executive Committee meetings shall be set by the Student Presidents.

- An emergency Executive Committee meeting may be called to discuss a particular issue if requested to the Chair in writing by at least one-third of the members of the Executive Committee.

- For a meeting of the Executive Committee to be quorate and make decisions, at least one half of the eligible membership must be in attendance. If the meeting is not quorate then any voting will be reserved for the SRC.

- Members of the Association who are not members of the Executive Committee may attend meetings as observers and participate with the permission of the Chair.

- If a vote is called by the Chair, members of Executive Committee, who are present at the meeting, shall be the only people permitted to cast a vote. The Chair will only vote in the event of a tie.

- Student Presidents shall normally be responsible for publication of details of all Executive Committee agendas at least 3 working days before the meeting, and for ensuring minutes/points of action from previous meetings are provided timeously (within one working week from the date of the meeting).

- Executive Committee members including sabbatical officers will submit progress reports to the Executive Committee or the SRC for approval. These reports will contain:

    i. Progress on mandates.

    ii. Number and content of meetings.

    iii. All other work carried out.

    iv. Planned action.

    v. Recommendations for approval.

- If a report is 'disapproved' the Executive Committee member will have a chance to rectify the report. If the report is disapproved twice then the process for an SRC vote of no confidence will be triggered.

ARTICLE 5: ELECTIONS

As per the Education Act (1994) Students' Association must hold free and fair elections and elected officials cannot hold office for more than 2 years. The responsibility of elections shall fall to the Returning officer and/or Deputy Returning Officer. Please see Appendix A for a list of our election rules and processes.

ARTICLE 6: ACTIVITIES

6.1. Clubs and Societies

Clubs and societies may be recognised by the Executive Committee provided that they do not breach the Association's purpose.

6.2 Affiliation

The Association may choose to affiliate with external organisations through referenda.

To proceed with such an affiliation, a two-thirds majority vote by the SRC must be presented to the Executive Committee within the same academic year.

The Association will then hold a referendum in accordance with the Referendum section of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year.

6.3 Disaffiliation from External Organisation

The Association may choose to disaffiliate with external organisations through referenda.

To proceed with such a disaffiliation, a two-thirds majority vote by the SRC must be presented to the Executive Committee within the same academic year.

The Association will then hold a referendum in accordance with the Referendum section of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year.

6.4 Referendums

A referendum, in which all members are allowed to vote, shall be held on any issue if the Student Rep Council decides by a two thirds majority to call a referendum.

A referendum shall be held within ten to twenty college days of a referendum being called. The DRO shall be responsible for deciding the wording of the question on the referendum ballot paper and for publicising the details of the question being asked.

The referendum shall be supervised by the DRO. Voting shall be open for a minimum of three college days.

The result of a referendum will take priority over any existing Association policy on the same issue.

6.4.1 Referendum Complaints

Any complaints relating to the conduct of the referendum shall be directed to the DRO or their agent.

In the case of complaints, students will have the opportunity to make representation to the Returning Officer. Any decision made by the DRO shall be final, with the exception of a complaint relating to the result of a referendum.

In the case of a complaint to the result of a referendum, a complaint shall be made in the first instance to the DRO. If parties involved are not satisfied with the

Returning Officer's decision, an appeal may be made to the College Principal. The decision of the College Principal shall be final.

ARTICLE 7: GENERAL PRACTICES

7.1 .Amendments

All proposed amendments will be subject to the approval of the SRC and/or student body and College Board of Management before they can be implemented.

The Constitution shall be reviewed by the Association and the College Board of Management at least every 3 years from the date of the current document's implementation.

7.2 Financial

The Association shall receive appropriate funds from the College to enable it to effectively pursue its aims and objectives.

The SRC shall supervise all Association finances and ensure that proper financial records are maintained. The SRC shall be responsible for overseeing and approving the annual budget, accounts and all other financial reports.

Any member of West SA will receive expenses for costs incurred whilst on Association business.

Expenses must be approved in advance and must be authorised by a member of the Executive Committee, who must not be the person claiming the cash.

The Student Presidents shall have the power to sanction expenditure of up to £200, subject to the ratification of the SRC and provided the total expenditure does not exceed the overall budget total.

This power can only be exercised a maximum of 4 times in one financial year.

A copy of the Association's budget and audited accounts shall be given to the Board of Management each financial year and be made publicly available. The financial year of the Association shall run from 1st August to 31st July.

7.3. Minutes

At all meetings of the Association, minutes shall be taken which shall be circulated and any necessary corrections made at the next appropriate meeting. Confirmed minutes shall be filed and made available to the student body.

A copy of this Constitution, including any amendments, and any plans or reports on the Association's activities, including the budget, shall be made available.

All meetings of the Association shall be considered open to all members of the Association. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting in private.

7.4. Interpretation

In the event of a challenge to the interpretation of any part of this Constitution, a ruling by agreement of the Executive Committee shall be sought.

In the event of a challenge to the Executive Committee rulling, the decision shall be taken to Student Representative Council.

If a member of the Association remains dissatisfied with the ruling of the Student Representative Council, they may appeal to the College Board of Management. The ruling of the College Board of Management shall be final.

CONSTITUTION 2025

Principal and Chief Executive

Date

Executive member Student Association

Date

Witness

Date

Witness

Date

Clydebank Campus

College Square, Queens' Quay
Clydebank, G81 1BF

Greenock Campus

Finnart Street
Greenock, PA16 8HF

Paisley Campus

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Title of Paper	**2025/2026 SEQEC Schedule of Business**
Presented by:	A Pignatelli, Vice Principal
Recommendation:	**For review, comment and agreement**
Status	**PUBLIC**
Linked To:	
KPI(s)	Credit monitoring, recruitment, student experience
Strategic Objective	All: Students, Sustainability, Partnerships, People and Future
Strategic Risk	Reputational if governance framework not followed

Purpose / Executive Summary:

The role of the Student Experience & Quality Enhancement Committee is to support the Board in its responsibilities. The attached table gives Board Members advance notice of the known items due to be discussed at forthcoming meetings. Please note that some of these will be subject to change as we progress through the year and other priorities emerge.

The calendar does not take into consideration future projects that may be submitted for discussion or approval; these will be added as timescales become known.
This table will be regularly updated and presented for information on a rolling basis at each meeting.

Recommendations:

The Committee is requested to **review** and make **comment** upon the proposed Schedule of Business and **consider** whether there are any further assurances required in work to be undertaken during 2025/2026.

Implications:	
Financial	Covered within the budget setting reporting
Student Experience	Covered in all meetings
Human Resources	Not applicable for this report
Legal	No further legal implications to those listed above
Reputational	Adherence to governance requirements assists with ensuring the positive reputation of the College
Community/ Partnership impact	Not applicable for this report
Equalities	EIAs are embedded across the College's activities
Environment	Not applicable for this report

Student Experience & Quality Enhancement

Standing Items at every Meeting	Minutes of Previous Meeting
	Schedule of Business
	Quality Report (compliance, assurance, TQEF)
	High Level Data Summary
	Student Association Report
	SELT Update (incl KPI/Performance)
	IA Reports (relevant to committee)
	Risk Register
	Commercial and Alternative Income Activity Update
	SELT Transformation (SOFT update- incl economic & social wellbeing)
	Student Services & Experience update
	Policies (relevant to Committee remit)
	Performance Reporting

Winter Meeting (Nov / Dec)

	Theme: Performance
Governance:	Self Evaluation: Curriculum PRs and CPRs
	Student Activity and Enrolment
	Self Evaluation & Action Plan (SEAP)
Corporate Reporting	
Student	Internal Student Survey
	Student Liaison Officer
Learning & Teaching	SFC Outcomes Framework, Assurance Model & TQEF
	Alternative Income incl commercial, international and distance learning
Finance / Estate/Risk	
People:	Professional Learning, Upskilling and Retraining
Annual Updates	SOFT: Curriculum Transformation Project
Policies:	Wellbeing (RISE)
	Safeguarding
	Student Rec & Admissions
Strategies:	Corporate Strategy
	Learning, Teaching & Student Experience

Spring Meeting (March)

	Additional Items
Governance:	
	Theme: Student Experience
	Mid Year Review
Corporate Reporting	SFC Outcomes Framework, Assurance Model & TQEF
Students	
Learning & Teaching	SFC Outcomes Framework, Assurance Model & TQEF
Finance / Estate/Risk	
People:	SOFT: Curriculum Transformation Project
Annual Updates	
Policies:	
Strategies:	Underpinning Frameworks

Summer Meeting (June)

Governance:	Evaluation of Committee
	Theme: Quality Enhancement
	Student Survey Feedback
	IA Reports
Corporate Reporting	TQER: Feeback and Actions

Student	SA Budget Report
	SFC College destination report
Learning & Teaching	End of year position
People:	SOFT: Curriculum Transformation Project
Annual Updates	British Council report
Policies:	
Strategies:	Progress on Strategies
Frameworks:	

	Autumn
	Review of Remit Membership / Dates of Mtings
	Theme: Alternative Income (incl commercial, international and distance learning)
	Credit Outturn 24/25
Governance:	PI Benchmarking 23/24
	Recruitment 25/26
	Credit position 25/26
	Quality Assurance/Compliance update
Student	SA Constitution (5 yrs - 2029)
	SFC Student Satisfaction & Engagement Survey (Quality Report)
Learning & Teaching	SFC Outcomes Framework, Assurance Model & TQEF
Finance / Estate/Risk	
People:	SOFT: Curriculum Transformation Project
Annual Updates	
Policies:	IT Admin Sec Policy (Sept 27)
Strategies:	