Ministerial Training Monitoring Group Terms of Reference

Document Control Box	
Document title (include version number if amended within same year as approved)	**Ministerial Training Monitoring Group Terms of Reference**
Reference Number	024/23
Approval category (Please indicate)	
Governance/Governor	X
MPRIG Executive/Other Committee (insert name)	
Senior Staff (insert name)	
Date document approved	19/5/23
Supersedes (insert previous title and/or version date)	Training Group Terms of Reference June 2016
Date document last reviewed and/or updated	19/5/23
Date next due for review	19/2/26
Related statutes or regulations	
Related policies/procedures/guidance/forms	
Staff member responsible for update	Dean of Ministerial Formation

Amendment History

Version	Revision Summary	Date Approved	Author
024/23	Substantial re-write & rename	19/5/23	

Ministerial Training Monitoring Group
Terms of Reference

Objectives

1. The Ministerial Training Monitoring Group monitors the formation of students on ministerial training programmes, ensuring regular communication between staff who share responsibility for different aspects of the process.

Responsibilities

2. To review the progress of ministerial students on a regular basis.

3. To co-ordinate the academic and ministerial dimensions of students' programmes, ensuring that pathways, modes of study and choices of optional units are aligned to the individual student's situation, needs and goals.

4. To identify any problems in ministerial students' progress at the earliest opportunity and take appropriate action to address them.

5. To discuss major problems that arise in ministerial students' placements and support and advise the Head of Admissions and Placements on the way forward.

6. To ensure clear and regular communication between departments and staff concerned with ministerial formation, including the Academic Director, Dean of Ministerial Formation, Head of Admissions and Placements, and Chaplain.

7. To allocate ministerial students to pastoral groups at the start of their course and review the composition of the groups at the start of each academic year.

8. To monitor the operation of pastoral groups containing ministerial students, support pastoral tutors of ministerial students in their role, and address any concerns that arise about the composition, running or dynamics of groups.

9. To discuss and make decisions on any proposals from students or staff for student transfers between different programmes, pathways or modes of study; interruptions of study; withdrawals; and changes to a different pastoral group.

10. To receive referrals from the Pre-Progression and Awards Board, Progression and Awards Board, Director of Undergraduate or Postgraduate Studies, Undergraduate Programmes Committee, Postgraduate Programmes Committee, Teaching Staff Meeting, Malpractice Panels and Tribunals, Pastoral Group Tutors and Senior Registrar about matters of concern in ministerial students' academic progress.

11. To be kept informed of referrals of individual students for ministerial review under the College's Fitness to Practise Policy.

Reporting

12. The group will provide a short annual report to the Senior Management Team on its work.

Membership

13. The group has as its permanent members:
    • The Academic Director
    • The Dean of Ministerial Formation
    • The Head of Admissions and Placements
    • The Chaplain

14. The Principal and Chief Operating Officer are *ex officio* members of the group and will attend when appropriate.

15. A member of professional staff will normally attend and take minutes.

16. Other staff members may be invited to attend as required, for example the Senior Registrar or individual pastoral tutors.

Meetings

17. The group will be convened by the Academic Director.

18. The group will meet on a regular basis, normally once a month, including meetings in the months preceding each new academic year to agree and monitor arrangements for the incoming cohort of ministerial students and confirm arrangements for continuing ministerial students. Ad hoc emergency meetings may be convened as required.

19. The minutes of each meeting will constitute a record of key discussion points and actions.

Quorum

20. The Academic Director, Dean of Ministerial Formation and Head of Admissions and Placements will constitute a quorum.

Subcommittees

21. There are no subcommittees of the Group.