



Staff-Student Liaison Council Terms of Reference

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Related statutes or regulations	
Related policies/procedures/guidance/forms	
Staff member responsible for update	SMT & Student Reps

Amendment History

Version	Revision Summary	Date Approved	Author
021/21	Name change to Council; Removed quorum as open membership. Changed reporting line to SMT and meetings to 4 per year. Added need to record attendance.	25/03/21	GGrp & Student Reps



Staff-Student Liaison Council

Terms of Reference

Objectives

1. The Staff-Student Liaison Council (SSLC) is the forum where staff and students meet for discussion and consultation about the quality of students' academic and general experience whilst studying at the College.

Responsibilities

2. To provide regular and formal opportunities for input from students to staff concerning management of all aspects of College life, academic and otherwise.
3. To be a forum where members of the student body can voice problems, suggestions or requests.
4. To provide an opportunity for the senior management and staff to respond to the student body on issues raised through the various feedback mechanisms available to students (e.g. Student Reps Meetings, Pastoral Groups and Course Evaluation).
5. To provide staff with an opportunity to bring items of general interest and concern to the attention of the student body.

Reporting

6. Matters raised by students at an SSLC meeting will be considered by the Senior Management Team (SMT).
7. The SMT may, as agreed, refer any matters to relevant Committees in response to student suggestions, including to the Board of Governors.

Membership

8. SSLC meetings are open to all staff and students at any level of the College's activities.
9. SSLC meetings are chaired alternately by:
 - The Secretary or nominated representative of the Student Body
 - The Principal or one of the Senior Management Team

Meetings

10. The SSLC meets four times in an academic year, twice in each semester.

11. The minutes of an SSLC meeting will constitute a formal record of its discussions and will be uploaded to the SSLC section on Moodle.
12. Student attendance at each meeting should be recorded.
13. A minimum of six students is needed to ensure the meeting has adequate student representation.