

# MORLEY COLLEGE LONDON



## CONSTITUTION OF STUDENT REPRESENTATIVE BODIES

**Owner: Clerk to the Governing Body and Company Secretary**

**Approved by the Governing Body: 19 July 2021**

**For review not later than: 31 July 2022**

### 1. About the Constitution

- 1.1. Morley College London recognises that its mission *“to empower individuals and strengthen communities through the transformative impact of learning”* can only be achieved with the continued close involvement of its student body. The Student Engagement Policy adopted by the Governing Body commits the College to promote, encourage and capture student voice from across the range of its diverse student body and to make effective use of that voice in enhancing the quality and scope of its curriculum offer and the student experience generally.
- 1.2. One way in which the College promotes the participation of students in the delivery of its mission is through a robust structure of representative bodies that allow student voice to be expressed and listened to at all levels, and in relation to all aspects of the College’s work. This document describes that structure, details the roles and functions of the main representative bodies and explains how their members will be chosen.
- 1.3. The College has agreed to provide financial and operational resources to support the work of the representative bodies and of student representatives, including administrative support from a designated officer. The College has also agreed to fund the publication of Morley Magazine.
- 1.4. This constitution replaces the constitution approved by the Governing Body on 18 October 2016. It may be amended by the Governing Body after consultation with the Student Council. Any previous constitution shall be null and void from and including the date of the approval of any revised constitution by the Governing Body.

### 2. Definitions

- 2.1. **Class Representative (CR).** A student selected by a class to represent the views of the class on a PMC or SEF (see definitions below).

- 2.2. **Morley Clubs.** Clubs and societies recognised by the Student Council and comprising students and other eligible persons who wish to meet regularly to pursue shared interests.
- 2.3. **Programme.** An accredited, year-long course usually at Level 3 or above. It also refers to a group of unaccredited courses within a subject area that are coordinated and managed as one.
- 2.4. **Programme Management Committee (PMC).** A body established to oversee the delivery of a programme, including the learning experience. PMCs exist for all Higher Education and Advanced programmes and for substantial Level 2 programmes (those lasting one year or longer).
- 2.5. **Student.** A student is anyone who has enrolled on a course at Morley in a particular academic year.
- 2.6. **Student Council.** The body representing student interests across the College. It meets at least once a term to discuss college-wide issues affecting students and to question members of the Senior Leadership Team and other senior managers of the College. It also regulates Morley Clubs, appoints student members of College committees and nominates the student governors who are to be appointed to the Governing Body.
- 2.7. **Stakeholder Advisory Group (SAG).** A body established to advise the management of each Centre, from the perspective of communities of location and practice, on issues relevant to the development and operation of the Centre.
- 2.8. **Student Experience Forum (SEF).** A body established to promote discussion between class representatives and local management on matters relating to the student experience.
- 2.9. **Student Governor.** One of the two students appointed to the Governing Body on the nomination of the Student Council to bring a student perspective to the Governing Body's consideration of strategic issues facing the College. Each Student Governor serves for a term of two years, which may be renewed for a further two years, provided that no Student Governor may serve for a period of office exceeding four years in total. A student who has previously served as a Student Governor may be re-appointed if there has been a break of one year or more between the end of their previous period of office and their re-appointment.

### **3. Class Representatives (CR)**

- 3.1. The function of a CR is to represent the views of the class that they represent in discussions with College management at centre or programme level.
- 3.2. Each class may elect one CR to serve on the relevant SEF. Advanced, Higher and substantial Level 2 classes may also elect two CRs to serve on the relevant PMC. An individual student may serve as a CR on both an SEF and a PMC if the class so wishes. Elections will normally take place at a class meeting in the first four weeks of the College year, or at one of the

first four meetings of the class if the class is formed later in the year. All new CRs will receive a copy of the Class Representatives' Handbook.

- 3.3. A list of the names of the CRs, showing the class that each of them represents, will be made available to all students.
- 3.4. A CR will serve for a period of one year so long as the class by which they are elected is in existence. In the event of a vacancy occurring as a result of the CR leaving or standing down, a new election will take place.

#### **4. Student Experience Fora**

- 4.1. Student Experience Fora will be established at the Waterloo, Chelsea, and North Kensington Centres to enable elected CRs to raise issues of concern to students and to put forward proposals to enhance the wider student experience.
- 4.2. Four SEFs will be established at each Centre, comprising CRs from Advanced Learning, Higher Education, unaccredited and short Level 2 courses and Essential Skills. Each SEF will appoint one member to the Student Council, and one member to the SAG.
- 4.3. SEFs will normally meet termly. Meetings will be attended by appropriate representatives of College management, including in each case the relevant Centre Principal.
- 4.4. Each SEF will elect a chair from among its members at the first meeting in each College year. If it is not possible to elect a chair from among the members the Centre Principal will chair the meeting.
- 4.5. Feedback from each SEF will be considered by the relevant sub-committee of the Academic Board and by the Student Journey Steering Group.

#### **5. Programme Management Committees**

- 5.1. A Programme Management Committee will be established for each Advanced Learning, Higher Education or substantial Level Two programme. Each PMC will meet three times a year, and will be chaired by the Programme Manager or course leader and attended by members of the teaching team as well as the two elected CRs. The first part of each meeting will consider student feedback on the learning experience; programme organisation and planning; and programme review and evaluation, including engagement with the External Examiner. The CRs will then withdraw, to enable the teaching team to discuss student progress on an individual basis.
- 5.2. Common themes emerging from PMCs and feedback beyond the scope of a single PMC will be considered by the 16-18 Provision Sub-Committee, 19+ Vocational Provision Sub-Committee or Access & HE Sub-Committee as appropriate.

## 6. The Student Council

6.1. The Student Council represents student interests across the College and expresses the student voice on any matter affecting students.

### Membership

6.2. The Council will comprise 19 members as follows:

- one member appointed by each of the four SEFs at the three Centres (together the 'SEF appointees');
- one member jointly nominated by the SEF appointees at each of the three Centres from among the students at that Centre (together the 'additional student members');
- three members nominated by Morley Clubs in accordance with the Constitution for Morley Clubs, at least one of whom must be a current Morley student; and
- the Editor of Morley Magazine.

6.3. In nominating additional student members, SEF appointees should consider the extent to which the balance of representation on the Student Council reflects the diversity of students studying at each centre and should aim to ensure that, so far as possible, the Council is broadly representative of the student body as a whole.

6.4. The Council will make arrangements to fill any vacancies arising during the year. It may also co-opt up to three additional members with specialist skills and knowledge for limited periods (not exceeding a year) to assist it to undertake specific pieces of work.

### Functions

6.5. The main functions of the Council include:

- considering matters raised by Council members or by individual students or groups of students that affect students generally, whether related to the curriculum or to the wider student experience, and making recommendations where appropriate to the Senior Leadership Team;
- appointing student representatives to serve on College Committees and working groups
- appointing the Editor of *Morley Magazine* and making arrangements to oversee its publication
- nominating student governors for appointment (subject to eligibility) as members of the Governing Body
- regulating the affairs of Morley Clubs, including approving arrangements for the election of Clubs representatives to serve on the Council
- organising an annual student conference

- providing representation for students in relation to disciplinary and conduct matters and training and support for student members of disciplinary and conduct panels

### **Officers**

- 6.6. The Council will elect a Chair and Vice-Chair from among its members at the first meeting in each College year. Both Chair and Vice-Chair must be current Morley students.
- 6.7. A Chair or Vice-Chair who has served for four successive years shall not be eligible for re-election to that office unless there has been a break of one year or more between the end of their previous period of office and their re-appointment.
- 6.8. The designated support officer shall act as Secretary to the Council.

### **Finance**

- 6.9. The Council will receive an annual grant from the College, which it may spend at its discretion to enhance the student experience. The Council may choose to supplement that grant by raising additional funds.
- 6.10. The Council will have its own bank account, which it must maintain in credit at all times. The Chair, the support officer and up to two other members of the Council will be signatories to the account. Any disbursement from the account shall require the signature of any two of these signatories.
- 6.11. The support officer in consultation with the Chair will manage the account and present a report and accounts to the Council annually.

### **Proceedings**

- 6.9. The Student Council shall have the power to make, repeal or amend its own standing orders. A meeting of the Council shall be quorate if at least 40 per cent of members are present.
- 6.10. Ordinary meetings will be arranged termly by the support officer, following consultation with the Chair. A special meeting of the Council may be called by the Chair or at the written request of at least five members of the Council. The request must state the purpose of the meeting. The meeting shall be called within 10 days and take place within 28 days of the request being received.