

CSVPA committee structure (V151221)					
Committee	Chair	Clerk	Membership	Schedule	Terms of Reference (<i>abbreviated</i>)
Board of Governors	CEO CATS Global Schools	Compliance Business Partner	CGS CEO CGS CFO CGS COD CSVPA Rector CSVPA Provost Principal CATS Cambridge External Governor	October February June	The CASL Governing Body through the directors of CATS Colleges and CGS have legal responsibility for CSVPA and CATS Cambridge including compliance with UK company law and all other relevant laws, regulations and codes of practice. The governing body is unambiguously and collectively accountable for institutional activities, taking all final decisions on matters of fundamental concern within its remit.
CSVPA Board (includes academic planning & resources)	Rector	Senior Administrative Officer	Rector Provost HR Business Partner Compliance Business Partner Director of Operational Quality Head of Sales Head of Marketing Head of Student Administrative Services Head of Admissions Finance Business Partner Group Director of Property & Operations	Monthly	To ensure the school continues to enhance and sustain cohesive self-critical management of an academic community which can demonstrate firm guardianship and academic governance of its quality and standards in all operational matters. To monitor qualitative and quantitative information to oversee and implement the strategic development, governance, and management of the school. Responsible for reviewing the effectiveness of internal data control systems.

Academic Board	Provost	Senior Administrative Officer	Rector Provost Head of ESL Dean of Student Experience Compliance Business Partner Digital Learning Officer Head of Student Administrative Services Chair of TLWG <i>Elected HE Course Leader (JB)</i> <i>Elected L3 Pathway Leader (RM)</i> Student Reps x 2	October January March June	.To ensure quality and standards of teaching and learning are monitored and maintained. To ensure the delivery of further and higher education is in accordance with the requirements of partner awarding bodies, relevant legislation and external benchmarks relating to the delivery of Further and Higher Education within the UK, including the <i>UK Quality Code and associated guidance as defined by the QAA and the OfS.</i> To promote and enhance effective student learning, teaching, scholarship and research in relation to all Further and Higher Education programmes delivered by CSVPA.
Senior Management Team (SMT)	Rector	Senior Administrative Officer	Rector Provost Dean of Student Experience Head of Welfare Head of Student Administrative Services Head of Boarding Operations Manager Group Director of Property and Operations Programme Leaders HR Business Partner Digital Learning Officer	Weekly	.To enable its members to monitor and discharge their responsibilities for standards, planning and investment in staff, accommodation and learning resources.

<p>Faculty Management Team (FMT)</p>	<p>Provost</p>	<p>No clerk required</p>	<p>Provost Faculty Course/ Pathway Leaders Digital Learning Officer Senior Administrative Officer <i>Elected member Academic staff</i> <i>Elected member of technical support staff</i></p>	<p>Weekly</p>	<p>To enable departments to monitor and discharge their responsibilities for standards, planning and the enhancement of teaching and learning.</p>
<p>Board of Study (BoS) (includes academic & student affairs)</p>	<p>Dean of Student Experience</p>	<p>Senior Administrative Officer</p>	<p>Provost Dean Student Experience Digital Learning Officer Head of Student Administrative Services IT Manager <i>Elected member of staff from each faculty</i> Course Leaders <i>Elected</i> Pathway Leader L3/L4 Course Coordinator ExDip Course Leaders <i>Elected student representatives</i></p>	<p>November March June</p>	<p>Board of Study will operate in 2 Parts: Part 1: Level 3 and 4 programmes Part 2: Level 6 and 7 programmes Is a forum for the discussion of matters relating to a field/course. Boards of Study make recommendations to the Rector, Academic Board and the CSVPA Board as appropriate. Committee as appropriate. Discussion of matters relating to:</p> <ul style="list-style-type: none"> - External examiner reports - Outcomes Survey (inc. NSS) - Destination of Leavers - Recommendations from validations and Internal Subject Reviews - Course Metrics - Course performance data

Research & Enterprise Committee (REC)	Provost	Senior Administrative Officer	Provost Dean of Student Experience Head of Graduate School Head of Arts Lab Chair of TLWG <i>Elected member of staff from each faculty</i>	November January March	To consider and advise on the development of the College's overall Research and Enterprise Strategy and to recommend a strategy to Academic Board for formal approval. To consider and advise on the development of related policies, procedures, and action plans.
UG Staff Student Consultative Committee (SSCC)	BA Course Leader Or, elected student rep	Senior Administrative Officer	Dean of Student Experience Course Director BA G&I Course Director BA Fashion Digital Learning Officer IT Manager <i>Elected student representatives</i>	November March	Staff Student Consultative Committees are forums for the consideration of student opinion and feedback in relation to academic matters
PG Staff Student Consultative Committee (SSCC)	Head of Graduate School Or, elected student rep	Senior Administrative Officer	Dean of Student Experience Head of Graduate School Digital Learning Officer IT Manager <i>Elected student representatives</i>	November March	Staff Student Consultative Committees are forums for the consideration of student opinion and feedback in relation to academic matters
L3 Staff Student Consultative Committees (SSCC)	Pathway Leader Or, elected student rep	Senior Administrative Officer	Dean of Student Experience L3/L4 Course Coordinator Pathway Leaders Foundation Diploma Course Leader ExDip Art & Design Course Leader ExDip PaPA Course Leader ExDip CMPT <i>Elected student representatives</i>	November March	Staff Student Consultative Committees are forums for the consideration of student opinion and feedback in relation to academic matters

Student Voice	Dean of Student Experience	Senior Administrative Officer	Dean of Student Experience Head of Welfare Director of Operational Quality <i>All elected student representatives</i>	November January May	The key purposes of the Student Voice are to: discuss and deal with issues that are not covered in the Staff Student Consultative Committee; enable student representatives to develop a shared understanding of the “student experience” at CSVPA
Extenuating Circumstances Panel	Provost	Senior Administrative Officer (AB)	Provost Head of Graduate School 2 x undergraduate Course Directors	January June August for MAs	To consider applications for extenuating circumstance. To advise Assessment Boards on the outcome of the consideration of applications for extenuating circumstance.
FU Outcome Assessment Boards	FU Chair	Clerked by FU	Head of Graduate School Undergraduate Course Directors	January June September	To confirm Marks and determine student progression and awards.
UAL Awarding Body Internal Verification Boards (IV)	Subject lead; Subject Co-ordinator; or Dean	Administrative Officer	L3/L4 Course Coordinator Course Leader Pathway Leaders <i>Elected members of academic staff from each subject specialism</i>	June August	To confirm Marks and determine student progression and awards.
Pre-Masters' Outcome Assessment Boards	Head of Graduate School	Senior Administrative Officer	Head of Graduate School Module Leader(s) <i>Elected members of academic staff from each subject specialism</i>	June August	To confirm Marks and determine student progression and awards.