

Academic Governance Policy

2026/27

Contents

1	Purpose of the Policy	2
2	Academic Governance Structure and Membership	2
3	Roles and Responsibilities.....	4
4	Nomination process for new committee members	5
5	Accessibility.....	6
	Appendix 1 – Academic Board Terms of Reference	7
	Appendix 2 – Academic Partnerships Committee Terms of Reference	11
	Appendix 3 – Academic Portfolio Development Committee Terms of Reference	14
	Appendix 4 – Quality and Standards Committee Terms of Reference.....	17
	Appendix 5 – Research Committee Terms of Reference	21
	Appendix 6 – Student Experience and Operations Committee Terms of Reference.....	25

1 Purpose of the Policy

1.1 Academic governance represents the structures and processes in place that assure the setting and maintaining of academic standards and the quality of the student experience. This Policy sets out how the University's academic governance works in relation to structure, function and operation.

1.2 This policy is aligned to the UK Quality Code (2024) which outlines a set of sector-agreed principles:

‘Principle 1 – taking a strategic approach to managing quality and standards.’
In particular key practice D under principle 1 states ‘the strategic approach to securing academic standards, quality assurance and enhancement is published, communicated clearly and accessible to staff, students and external stakeholders. It is supported by comprehensive and transparent governance framework.’

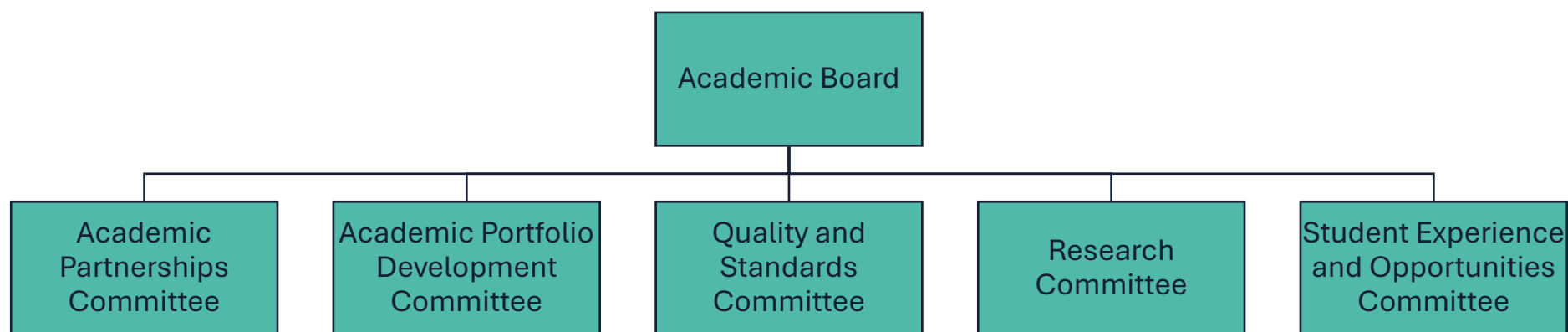
1.3 The [Instruments and Articles of Government](#) is the overall instrument of governance at the University, they provide detailed information about the running of the University in terms of its governance.

2 Academic Governance Structure and Membership

2.1 Academic Board is the governing body of the University for all academic matters. It is supported by five Committees and reports to the Board of Governors. Further information on the constitution of Academic Board can be found within the [Articles of Government](#). A Committee style guide along with an agenda, minute and cover paper template are available from Quality and Regulations Team by e-mailing quality@wrexham.ac.uk.

2.2 Each Committee reporting to Academic Board may have sub-committees, panels and / or groups that support them in carrying out their delegated powers. Details of these entities are detailed in the Committee's Terms of Reference. Academic Board is responsible for all reportable Committees and their substructure and must approve any new additions to its sub structure.

Figure 1: Academic Governance Structure



3 Roles and Responsibilities

Role	Responsibility
All	• Take an active role in all areas of the Committee's work. • Be clear about the role or position you are representing on the Committee. • Make attending Academic Board and its committees a priority. If you cannot attend, give as much notice as possible to the Clerk/Secretary so apologies can be recorded and any issues with having enough members present can be identified. • Declare any financial, family, or personal interests in items being discussed as early as possible. It is best to inform the Chair of these before the meeting. • Represent the views of the group(s) you speak for, and avoid putting your own personal views ahead of theirs where possible. • Present and speak about any papers or proposals you (or your area) have submitted. Answer questions from the Committee and share feedback with the group you represent. • Act as a two-way link to share good practice between the Committee and the area you represent. • Support the decisions made by the Committee and help put agreed policies and practices into place. Report back to the Committee on any issues that arise when these are introduced.
Chair	• The Committee Chair will decide how meetings are held (in person, blended, or remote), depending on the size of the Committee, the work involved, and the available resources. • Make sure that arrangements for blended meetings allow those joining remotely to take part fully, with equal access to discussions and decision-making.
Clerk/Secretary	• Make sure the Committee works in line with its Terms of Reference. • Ensure members consider all parts of the Terms of Reference and that the work set out in the annual Plan of Work is completed properly. • Advise members on meeting rules, procedures, and expected standards of conduct. • Work with the Chair to prepare meeting agendas. • Help organise and run meetings smoothly, including practical arrangements. • Prepare and present key documents, including meeting minutes. • Make sure actions from meetings are shared with the right people so they can be completed promptly, and ensure follow-up agendas and reports are prepared.

Role	Responsibility
Representative Members	Act as an active link between the area you represent and the Committee(s) you sit on. This includes gathering views from your area, sharing updates on Committee discussions where appropriate, and feeding back any comments from your group to the Committee.

4 Nomination process for new committee members

4.1 Academic Representatives

Where a vacant position is identified the Faculty Management Office are notified by the Clerk / Secretary so that expressions of interest can be sent out to the relevant area. Once a suitable candidate has been nominated the Faculty Management Office inform the Clerk / Secretary so that they can be added to all relevant committee communications systems and documentation.

4.2 Professional Service Representatives

Professional Service Representatives are identified by role. The individual holding the role at the time of nomination will be notified and added to all relevant committee communications, systems and documentation. Where a need is identified for representation from a specific area (such as Finance or Admissions), the Clerk/Secretary will contact the Head of that area on behalf of the Chair to request nomination of a suitable candidate.

4.3 Student Representatives

Student representatives can be sourced from a variety of routes. Where a student is identified and expresses an interest, the Quality and Regulations team will follow an established process to match them to an appropriate committee and ensure they feel prepared for the role. Once appointed, student representatives will be added to all relevant committee communications, including meeting invitations, systems and documentation.

5 Accessibility

5.1 Wrexham University strives to be a supportive and trauma-informed university in the design and operation of all our processes and procedures. If you need adjustments to access this procedure or have any other comments to make on the accessibility, wording or any part of this procedure, please do email us on quality@wrexham.ac.uk.

Appendix 1 – Academic Board Terms of Reference

Academic Board

Terms of reference

1. To act in accordance with the University's Standing Orders.
2. To report to the Board of Governors and, on its behalf, establish such Academic Regulations, Rules, Standing Orders, Policies, and Procedures as are necessary to govern the University's academic activities. This includes maintaining academic standards, ensuring quality assurance and enhancement of learning and teaching, and supporting the student experience, including collaborative provision. Ethical considerations arising from teaching, research, or other academic activities shall also be taken into account.
3. To establish provisions governing the criteria for student admission, the assessment and examination of academic performance, and the conferment of awards and honorary academic titles.
4. To approve policies and procedures that support and embed research and enterprise activities within the University, aligned with academic priorities and the overarching University strategy.
5. To develop and oversee the University's academic Strategies and Plans in accordance with the Strategic Framework, receiving regular reports on progress towards its objectives.
6. To consider the development of the University's academic activities and the resources required to support them, particularly in relation to the review and enhancement of the academic portfolio; and to advise the Vice-Chancellor and the Board of Governors accordingly.
7. To ensure that periodic internal audits and reviews are conducted to maintain academic standards and the quality of provision.
8. To determine, following consultation with the Board of Governors and student representatives, procedures for the suspension or termination of students' studies on academic grounds; and to advise the Board on rules concerning student conduct, including procedures for suspension and expulsion on disciplinary grounds.
9. To oversee the development of the University's Welsh-medium provision in line with the Welsh Language Strategy and in collaboration with Y Coleg Cymraeg Cenedlaethol and its University branch. Confirmed Branch Meeting Minutes are to be reported as a paper to Academic Board.

10. As provided in the Instrument and Articles of Government, to nominate, at the request of the Clerk to the Board of Governors, up to two members of the University's teaching staff for membership on the Board of Governors.
11. In accordance with the Articles of Government, to establish such committees as deemed necessary to fulfil the responsibilities of the Academic Board. The composition and terms of office for such committees shall be determined by the Academic Board. All committees shall report regularly to the Academic Board on actions taken and decisions made ("matters for report") and refer any "matters for recommendation" for consideration and/or approval. The Academic Board shall review all "matters for report" and may endorse or amend decisions as appropriate.

Membership

Vice-Chancellor and Chief Executive (Chair)

Deputy Vice-Chancellor (Vice Chair)

Associate Dean (Academic Affairs) for FSLS

Associate Dean (Enterprise, Partnerships and Employability) for FSLS

Associate Dean (International and Partnerships) for FACE

Associate Dean (Quality and Student Experience) for FACE

Associate Dean (Research and Enterprise) for FACE

Associate Dean (Research) for FSLS

Associate Dean (Student Engagement) for FSLS

Associate Dean (Teaching and Quality) for WBS

Associate Pro-Vice Chancellor Student Experience

Associate Pro-Vice Chancellor Welsh Language, Heritage and Culture

Dean of Faculty for Arts, Computing and Engineering (FACE)

Dean of Faculty for Social and Life Sciences (FSLS)

Dean of Faculty for Wrexham Business School

Director of Strategic Planning and Student Administration

Executive Director of Operations

Head of Academic Partnerships

Head of Quality

Head of Welsh Medium Provision

Interim Deputy Vice Chancellor (Partnerships and Commercial)

President of the Students Union

Professional Services Staff Representative

Research Representative for FACE

Research Representative for FSLs

Student Representative x 2

Teaching Staff Representative for FACE

Teaching Staff Representative for FSLs

Teaching Staff Representative WBS

Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

Research, Teaching Staff and Professional Service Representatives are appointed for a period of three years.

Student Representatives are appointed for 1 year but can be extended with the approval of the Committee Chair.

Operation

Quoracy

The quoracy requirements shall be half of the current members including the Chair or their nominee. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held four times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

In exceptional circumstances, decisions may be made by Chairs action. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Reports to

Board of Governors

Sub-structure

- Academic Partnerships Committee
- Academic Portfolio Development Committee
- Research Committee
- Quality and Standards Committee
- Student Experience and Opportunities Committee

Appendix 2 – Academic Partnerships Committee Terms of Reference

Academic Partnerships Committee

Terms of reference

1. To review proposals for new academic partnerships, including the completed due diligence, in relation to quality and financial indicators and make recommendations to the Vice-Chancellor's Executive Team.
2. To evaluate and approve articulation and progression arrangements with academic partners.
3. To consider and authorise the establishment of new or additional partner delivery sites.
4. To address concerns arising from the scrutiny of academic partnerships and, where appropriate, report such matters to the Academic Board.
5. To utilise the university's risk management process to test and challenge the risk ratings of academic partnerships.
6. To review and monitor the quality, health, and risk status of Academic Partnerships by considering internal and annual review reports, associated action plans, Academic Partner Annual Reports, and matters arising from Academic Link engagement, including the effectiveness of student support services, ensuring appropriate actions are taken and implementation is completed.
7. To receive reports on quality assurance activities related to academic partner provision, including validation, re-validation, modification, suspension, and withdrawal of programmes and modules.
8. To scrutinise annual audit reports of academic partner published materials, identifying issues and initiating appropriate actions.
9. To monitor, support and provide test and challenge of the Academic Partnership Enabling Plan.
10. To ensure Trusted Research and export control discussions are included in the consideration of academic partnerships proposal.
11. To report regularly to the Academic Board on the Committee's activities and progress.

Membership

Deputy Vice-Chancellor (Chair)

Head of Quality (Vice-Chair)

Director of Strategic Planning and Student Administration

Academic Link Representatives x 3 (one per Faculty)

Associate Dean (Enterprise, Partnerships and Employability) for FSLS

Associate Dean (International and Partnerships) for FACE

Associate Dean (Teaching and Learning) for WBS

Head of Academic Partnerships

International Development Manager

Interim Deputy Vice-Chancellor (Partnerships and Commercial)

Legal Services Manager

Marketing Representative

Partnerships Development and Liaison Manager OR Academic Partnership Manager

Partnerships Quality Manager

Senior Finance Business Partner

Students Union Representative

Student Representative

Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

Academic Link are appointed for a period of three years.

Student Representatives are appointed for 1 year but can be extended with the approval of the Committee Chair.

Operation

Quoracy

The quoracy requirements shall be half of the current members including the Chair or their nominee. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held four times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

In exceptional circumstances, decisions may be made by Chairs action. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Reports to

Academic Board

Sub-structure

- Academic Partner Strategic Oversight Groups
- Academic Partner Operational Working Groups

Appendix 3 – Academic Portfolio Development Committee Terms of Reference

Academic Portfolio Development Committee

Terms of reference

1. To consider proposals for new programmes, programme suspensions and programme withdrawals following approval at Faculty level.
2. To review proposals against the agreed criteria and determine whether they should proceed, noting that a decision not to proceed may include a request for further development and resubmission.
3. To evaluate proposals for substantive programme changes, particularly where there are significant implications for student numbers, staffing or infrastructure. Such proposals may be submitted as new programmes with the existing programme withdrawn.
4. To assess proposals against the established criteria and decide whether to approve or request further revision prior to resubmission.
5. To consider the strategic viability of proposals, including alignment with the University's Vision and Strategy, contribution to market and economic development needs, and fulfilment of strategic objectives relating to the Welsh language.
6. To assess the financial viability of proposals, taking into account all delivery costs, including staffing, and projected income such as tuition fees.
7. To evaluate the demands placed on institutional infrastructure, including physical, digital, administrative and marketing resources.
8. To confirm and approve key programme information, including start dates, course fees, scholarships, bursaries and entry requirements for all taught and research programmes.
9. To operate within the University's planning cycle while retaining the flexibility to fast-track decisions where there is a clear business need and relevant criteria are met.
10. To provide regular reports to Academic Board on the work and progress of the Committee.

Membership

Deputy Vice-Chancellor (Chair)

Director of Strategic Planning and Student Administration (Vice Chair)

Associate Pro-Vice Chancellor Student Experience

Associate Pro-Vice Chancellor Welsh Language, Heritage and Culture

Dean of Faculty for Arts, Computing and Engineering (FACE) or nominee

Dean of Faculty for Social and Life Sciences (FSLs) or nominee

Dean of Wrexham Business School (WBS) or nominee

Director of Information Services and Digital Transformation

Interim Director of Marketing and Recruitment

Deputy Director of Finance

Deputy Director of Human Resources or nominee

Head of Academic Partnerships

Head of International

Head of Quality

Head of Research Services

Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

NA

Operation

Quoracy

The quoracy requirements shall be half of the current members including the Chair or their nominee. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held six times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

In exceptional circumstances, decisions may be made by Chairs action. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Reports to

Academic Board

Sub-structure

NA

Appendix 4 – Quality and Standards Committee Terms of Reference

Quality and Standards Committee

Terms of reference

1. To support the implementation of the University's Vision and Strategy by considering matters relating to academic quality and standards, and to make recommendations to Academic Board as appropriate.
2. To ensure rigorous oversight and maintenance of the quality assurance framework for all taught programmes, including Degree Apprenticeships and online provision, with reference to external benchmarks such as the QAA, Professional, Statutory and Regulatory Bodies (PSRBs), and sector-wide performance indicators.
3. To consider annually proposals for amendments to the Academic Regulations, Fee Regulations, and related policies and procedures, and to make recommendations for changes to Academic Board.
4. To consider and approve proposals for derogations from the University's Academic Regulations and report outcomes to Academic Board.
5. To provide institutional oversight of student survey activity, with strategic input and coordination facilitated by a dedicated steering group.
6. To be responsible to Academic Board for the management, evaluation and development of the validation, re-validation and programme modification processes for all award-bearing programmes delivered by the University and its academic partners. This includes the approval of new and validated modules for stand-alone delivery.
7. To oversee the Continuous Monitoring and Enhancement process, including the consideration of Faculty Overview Reports.
8. To consider matters raised by external examiners and reports on PSRB accreditations.
9. To consider matters raised through the work of the Academic Development Team and receive the annual report.
10. To consider regulatory matters pertaining to the Welsh Language in relation to Y Coleg Cymraeg.

11. To support Academic Board in relation to internal and external audits, reviews and consultations concerning the quality and standards of the University's taught provision.
12. To provide regular reports to Academic Board on the work and progress of the Committee, including an annual summary of good practice, areas of concern and actions taken arising from quality assurance processes.

Membership

Deputy Vice-Chancellor (Chair)

Head of Quality (Vice Chair)

Academic Research Staff Representative for FACE

Academic Research Staff Representative for FSLS

Academic Research Staff Representative for WBS

Academic Teaching Staff Representative for FACE

Academic Teaching Staff Representative for FSLS

Academic Teaching Staff Representative for WBS

Acting Head of Faculty Business Management

Associate Dean (Academic Affairs) for FSLS

Associate Dean (Enterprise, Partnerships and Employability) for FSLS

Associate Dean (International and Partnerships) for FACE

Associate Dean (Quality and Student Experience) for FACE

Associate Dean (Student Engagement) for FSLS

Associate Dean (Teaching and Learning) for WBS

Associate Pro-Vice Chancellor Student Experience

Associate Pro-Vice Chancellor Welsh Language, Heritage and Culture

Business Development Partner, Enterprise

Degree Apprenticeships programme Leader

Director of Strategic Planning and Student Administration

Head of Academic Partnerships

Head of Careers and Employability

Learning and Digital Support Manager

Quality and Regulations Manager

Quality Manager

Students Union Representative

Student Representative

Clerk / Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

Academic Staff Representatives are appointed for a period of three years.

Student Representatives are appointed for 1 year but can be extended with the approval of the Committee Chair.

Operation

Quoracy

The quoracy requirements shall be half of the current members including the Chair or their nominee. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held four times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

In exceptional circumstances, decisions may be made by the Chair's action. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Reports to

Academic Board

Sub-structure

- Academic Development Team (ADT)

- Academic Integrity Committees of Enquiry
- Curriculum and Modification Approval Panel
- Module and Award / Progression Boards
- Student Survey Steering Group
- Validation and Re-validation Panels

Appendix 5 – Research Committee Terms of Reference

Research Committee

Terms of reference

1. To advise the Vice-Chancellor and Executive Group on research activities, including the recommendation of Key Performance Indicators (KPIs) to support the research objectives within the University's Strategic Plan, and to monitor progress against strategic targets and research impact.
2. To monitor the performance of the University's research degree programmes through an annual report, including data on enrolment, progression, withdrawal and completion of candidates, covering both taught and research components of Professional Doctorate programmes, and to ensure that procedures for registration, monitoring and examination are applied appropriately.
3. To serve as a forum for identifying and disseminating good practice in research across the University, and to consult with Faculties on related matters. This includes overseeing the development and delivery of research methodology training for new research degree candidates, transferable skills development for all candidates, training for research supervisors, and the University's implementation of the Concordat to Support the Career Development of Researchers.
4. To ensure that the University has effective procedures for addressing governance issues- such as ethical, integrity, trusted research and responsible innovation. To oversee the University's implementation of the Concordat to Support Research Integrity, including the work of the University Research Ethics Committee and its sub-committees.
5. To ensure that relevant regulations and codes of practice, particularly the UK Quality Code for Higher Education, are fully considered in the development of research degree programmes.
6. To ensure that effective mechanisms, including Student Voice and surveys, are in place to gather student feedback on research provision, and to monitor the University's responses to such feedback.
7. To determine the standards, policies and procedures governing the inclusion and openness of research outputs in the University's Research Repository, and to receive an annual report from the Head of Research Services on repository activity.
8. To consider and approve draft University responses to consultation papers on research and scholarship issued by external bodies such as Funding Councils, the University of Wales, the University of Chester, QAA and Research Councils, and to report on such responses as appropriate.

9. To support and promote a world class research culture at the University, embedding equality and diversity at the heart of all research activities.
10. To receive and approve applications for establishing new research institutes and centres at the University. To monitor research activities across the faculties, including research groups, centres, and institutes, and dissolve any research structure when necessary.
11. Oversee the overall performance of the university research income, ensuring that targets and met and financial sustainability is achieved. Regularly review income reports and recommend adjustments to strategies where necessary.
12. Provide strategic direction and guidance on research priorities, identifying areas for improvement in terms of research quality, impact and culture. Support academic units in meeting REF requirements and benchmarks.
13. To provide regular reports to Academic Board, in line with the Committee's terms of reference, including updates on sub-committee activity and periodic evaluations of the Committee's effectiveness. The Committee shall also participate in any broader effectiveness reviews of Academic Board, as required.
14. To recommend to Academic Board the development and implementation of policies and procedures that support and embed research activity across the University.

Membership

To be determined (Chair)

To be determined (Vice-Chair)

Associate Dean (Research) for FACE

Associate Dean (Research) for FSLS

Academic Staff Representative for FACE

Academic Staff Representative for FSLS

Academic Staff Representative for WBS

Pro Vice-Chancellor for External Engagement and Partnerships

Postgraduate Research Student Representative

Postgraduate Research Student Representative (also a member of Academic Staff)

Researcher Development Tutor

Research Staff Representative

Head of Research Services

Finance Office Representative

Development Office Representative

Human Resources Representative

Strategic Planning and Student Administration Representative

Students' Union Representative

Co-opted members x 2

Clerk

Secretary

In attendance

The Committee can co-opt additional members as required for specific purposes.

Period of appointment

Research, Teaching Staff and Professional Service Representatives are appointed for a period of three years.

Student Representatives are appointed for 1 year but can be extended with the approval of the Committee Chair.

Operation

Quoracy

The quoracy requirements shall be half of the current members including a Chair or their nominee. In case of an equal vote, the Chair shall have the casting vote.

Frequency of meetings

Meetings are held four times a year. Further meetings can be held more frequently as business requires.

Decision-making outside of meetings

Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree. In exceptional circumstances, decisions may be made by the Chair's action. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.

Reports to

Academic Board

Sub-structure

- University Research Degrees Sub-Committee
- University Research Ethics Committee and it's subcommittees
- Concordat to support the Career Development of Researchers Working Group
- Research Excellence Framework Steering Group

Appendix 6 – Student Experience and Operations Committee Terms of Reference

Student Experience and Opportunities Committee

Terms of reference

1. Purpose

The Student Experience and Opportunities Committee supports the delivery of the Wrexham 2030 Strategy by ensuring that student journey is central to institutional development. The Committee is guided by the University values of Excellence, Inclusion, Collaboration, Transformation, and Sustainability. It is established to provide strategic oversight, assurance, and guidance on all matters relating to the student experience at Wrexham University.

2. Reporting Line

The Committee reports to the Academic Board of Wrexham University. Where appropriate, matters will also be referred to the Vice Chancellor's Executive Team (VCET).

3. Responsibilities

The Committee will oversee and provide strategic direction in the following areas:

- (i) Consideration of matters relating to the student experience and opportunities, making recommendations to Academic Board as appropriate.
- (ii) To develop and implement learning, teaching and assessment plans to deliver excellence and innovation in alignment with the Wrexham 2030 strategy.
- (iii) To ensure robust oversight of the student experience at Wrexham University and to implement actions that enhance the quality of learning opportunities, support student retention, and improve student satisfaction
- (iv) To review and respond to student feedback and the student voice, including module and programme evaluations, student representation, Student Voice Fora, Students' Union feedback, and outcomes from national surveys such as National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES), and International Student Barometer (ISB)
- (v) To receive and consider updates on key areas including employability, inclusion and transition, student support, retention, and Welsh medium provision.

- (vi) To provide regular reports to Academic Board on the work and progress of the Committee, including an annual summary of key developments, student feedback themes and actions taken.
- (vii) To provide reports to VCET on the work and progress of the Committee as appropriate.

4. Membership

The Committee will be chaired by a member of VCET and include the following membership:

- Deputy Vice Chancellor (Chair)
- Associate PVC Student Experience (Vice Chair)
- Associate Pro-Vice Chancellor Welsh Language, Heritage and Culture
- Executive Director Operations
- Associate Dean (Student Engagement) FSLs
- Associate Dean (Enterprise, Partnerships and Employability) FSLs
- Associate Dean (Academic Affairs) FSLs
- Associate Dean (Quality and Student Experience) FACE
- Associate Dean (International and Partnerships) FACE
- Associate Dean (Teaching and Learning) WBS
- Director of Planning and Student Administration
- Head of Inclusion Services and Disability Support
- President of Wrexham Students Union
- Head of Careers

Additional members may be co-opted as required for specific expertise.

The Clerk to the Committee will be a member of the Vice Chancellor's Office

5. Meetings

- The Committee will meet **at least four times per year**.
- Extraordinary meetings may be convened as necessary.
- A quorum will consist of **50% of the membership**, including the Chair or their nominee.

6. Decision-making outside of meetings

- In exceptional circumstances, decisions may be made by the Chair acting independently. All such actions must be centrally recorded and reported in the Chair's report at the next meeting.
- Decisions may also be made via circulation. In these cases, all members must be included in the circulation, and a decision will be considered valid if at least one-third of the current members agree.

6. Sub-structure

- Student Retention sub-committee
- Student Voice Forums
- Widening Access sub-committee

7. Review

These Terms of Reference will be reviewed **annually** to ensure continued relevance and alignment with the Wrexham 2030 Strategy.