



LONDON ACADEMY FOR APPLIED TECHNOLOGY

LAAT

Student Interest Committee

Committee Handbook

Board of Governors

Version 1.0 | March 2026

Prepared by:

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CONFIDENTIAL – FOR COMMITTEE MEMBERS ONLY

1. Overview

This handbook sets out the governance framework, operating procedures, responsibilities, and reporting arrangements of the Student Interest Committee (SIC) of the Board of Governors of the London Academy for Applied Technology (LAAT).

The Student Interest Committee is a formal sub-committee of the Board of Governors established to provide strategic oversight of all student-related matters including student experience, student voice, student support, student wellbeing, safeguarding, equality and diversity, student outcomes, and student protection.

The Committee serves as the principal Board-level mechanism through which student interests are represented, monitored, reviewed, and escalated within the institutional governance framework. Through effective scrutiny and challenge, the Committee provides assurance to the Board that LAAT is delivering a positive student experience and meeting its responsibilities to students.

The Committee supports institutional compliance with regulatory expectations and ensures that student feedback, student outcomes, and student welfare remain central to institutional decision-making.

Committee Name	Student Interest Committee (SIC)
Parent Body	Board of Governors, LAAT
Version	1.0
Date Adopted	March 2026
Prepared By	Parleen Arora, Student Experience Officer / Committee Officer
Review Due	Annual – First Meeting of Each Academic Year

2. Purpose and Remit

The Board of Governors delegates responsibilities relating to student interests, student engagement, student outcomes, student support, student wellbeing, safeguarding, and equality of opportunity to the Student Interest Committee.

The Committee aligns with:

- Office for Students (OfS) Regulatory Framework
- Public Interest Governance Principles
- Quality Assurance Agency (QAA) Expectations and Practices
- Access and Participation Objectives
- Student Protection and Consumer Protection Requirements

2.1 Student Experience Oversight

The Committee provides strategic oversight of the quality and effectiveness of the student experience across all campuses and programmes.

The Committee shall:

- Monitor student satisfaction and student experience indicators.
- Review student feedback and enhancement initiatives.
- Evaluate the effectiveness of learning opportunities and support services.
- Consider reports relating to induction, engagement, retention, and student support.
- Seek assurance that institutional actions improve the student experience.

2.2 Student Voice and Representation

The Committee ensures that student voice is effectively represented within institutional governance.

The Committee shall:

- Monitor Student Representative structures.

- Review reports from Student Voice Committee (SVC).
- Consider findings from surveys, focus groups, and consultations.
- Promote student partnership and co-creation approaches.
- Ensure student concerns are escalated and addressed appropriately.

2.3 Student Outcomes Monitoring

The Committee provides oversight of student success and outcomes.

The Committee shall monitor:

- Continuation rates.
- Completion rates.
- Progression rates.
- Attendance and engagement.
- Achievement and attainment.
- Graduate outcomes.
- Differential outcomes between student groups.

The Committee shall seek assurance that interventions are implemented where risks are identified.

2.4 Student Wellbeing and Safeguarding

The Committee oversees arrangements that support student welfare and safety.

The Committee shall:

- Review safeguarding reports.
- Monitor wellbeing initiatives.
- Evaluate mental health support provision.
- Review Personal Development Tutor (PDT) effectiveness.
- Consider student support interventions.
- Promote a safe and supportive learning environment.

2.5 Equality, Diversity and Inclusion

The Committee supports LAAT's commitment to equality of opportunity.

The Committee shall:

- Review EDI performance and demographic data.
- Monitor differential outcomes.

- Consider barriers to student success.
- Promote inclusive participation and representation.
- Support Access and Participation priorities.

2.6 Risk and Escalation

The Committee shall identify and monitor risks affecting students.

The Committee shall:

- Review student-related risks.
- Monitor mitigation plans.
- Escalate significant concerns to the Board of Governors.
- Provide assurance regarding institutional responses.

3. Terms of Reference

The Terms of Reference for the Student Interest Committee establish the structure, responsibilities, membership, and operating procedures of the Committee.

3.1 Composition and Membership

The Committee shall consist of at least two voting members, including one Independent Governor and one Student Governor.

Role Category	Status
Independent Governor	Chair
Student Governor	Voting Member
Academic Dean	In Attendance
Student Experience Officer	In Attendance
Programme Lead	In Attendance
Quality and Compliance Representative	In Attendance
Assessment Officer	In Attendance
Student Support Officer	In Attendance
IT Officer	In Attendance
Safeguarding & Well-being lead	In Attendance
Governance Officer	In Attendance

The Committee shall collectively possess experience and knowledge relating to student engagement, governance, student support, quality assurance, and higher education.

3.2 Quorum

The quorum shall be 50% of voting members, including either the Chair or nominated deputy.

3.3 Meetings and Procedures

- Meetings shall follow a written annual schedule.
- Agenda papers shall be circulated five working days before meetings.
- Minutes shall be formally approved and recorded.
- Members shall declare conflicts of interest.
- The Committee may establish task-and-finish groups where appropriate.
- Governance records shall be maintained by the Committee Officer.

3.4 Reporting

The Committee shall report formally to the Board of Governors after each meeting.

Reporting mechanisms include:

- Committee minutes.
- Assurance reports.
- Risk escalation reports.
- Annual Student Interest Report.

3.5 Review and Amendment

The Terms of Reference shall be reviewed annually and submitted to the Board of Governors for approval.

4. Policies Owned or Overseen by the Committee

The Student Interest Committee provides oversight of the following policies and frameworks.

4.1 Student Experience

- Student Engagement Framework
- Student Experience Strategy
- Student Voice Policy
- Student Ambassador Framework

4.2 Student Support

- Student Support Policy
- Personal Development Tutor Policy
- Attendance and Engagement Policy
- Hardship Support Framework

4.3 Safeguarding and Welfare

- Safeguarding Policy
- Prevent Duty Policy
- Mental Health and Wellbeing Framework
- Student Welfare Procedures

4.4 Student Rights and Protection

- Student Protection Plan
- Student Complaints Policy
- Student Appeals Policy
- Student Code of Conduct

4.5 Equality and Governance

- Equality, Diversity and Inclusion Policy
- Access and Participation Framework
- Student Representative Framework

5. Reports Presented to the Committee

The following reports are normally presented to the Committee.

Ref	Document / Report	Owner	Frequency
SIC/26/01	Student Experience Report	Student Experience Officer	Each Meeting
SIC/26/02	Student Voice Report	Student Experience Team	Each Meeting
SIC/26/03	Student Outcomes Report	Academic Dean	Each Meeting
SIC/26/04	Attendance and Engagement Report	Attendance Monitoring Team	Each Meeting
SIC/26/05	Safeguarding Report	Safeguarding Lead	Each Meeting
SIC/26/06	EDI and Access Report	Quality Team	Annual
SIC/26/07	Student Protection Plan Review	Registrar	Annual

Ref	Document / Report	Owner	Frequency
SIC/26/08	Complaints and Appeals Report	Registrar	Annual

Additional reports may be tabled at the discretion of the Chair.

6. Frequency of Meetings

The Student Interest Committee shall meet once in each quarter.

Requirement	Arrangement
Minimum Frequency	Four Meetings per Academic Year
Format	In Person / MS Teams
Duration	60 Minutes
Quorum	50% of Voting Members
Papers Deadline	Ten Working Days Before Meeting
Minutes Deadline	Five Working Days After Meeting

The Committee Officer shall maintain the annual meeting schedule and action log.

7. Governance Role within LAAT's Structure

The Student Interest Committee sits within LAAT's governance structure as a formal sub-committee of the Board of Governors.

The Committee provides independent scrutiny, assurance, and challenge regarding student matters and ensures that student interests remain central to institutional decision-making.

7.1 Relationship to the Board of Governors

- Reports directly to the Board after each meeting.
- Provides assurance regarding student-related matters.
- Recommends policy approvals where appropriate.
- Escalates significant risks and concerns.

7.2 Relationship to Student Interest Panel (SIP)

- Receives escalated strategic matters.
- Reviews themes arising from student feedback.
- Monitors institutional responses.

7.3 Relationship to Student Voice Committee (SVC)

- Receives assurance regarding student voice activity.
- Reviews student representative feedback.
- Monitors student engagement effectiveness.

7.4 OfS Registration Context

The Committee supports institutional readiness and compliance in relation to:

- OfS Condition B2 – Resources, Support and Student Engagement.
 - OfS Condition B3 – Student Outcomes.
 - OfS Condition E1 – Public Interest Governance.
 - OfS Condition E2 – Management and Accountability.
 - Student Protection and Consumer Protection requirements.
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8. Committee Officer Responsibilities

The Student Experience Support Officer acting as Committee Officer is responsible for governance and administrative support.

8.1 Pre-Meeting

- Agree agenda with Chair.
- Issue formal meeting notices.
- Collect and quality-check papers.
- Circulate agenda packs.
- Prepare attendance records.
- Maintain action tracker.

8.2 During Meeting

- Record attendance.
- Confirm quorum.
- Take minutes.
- Record actions and decisions.
- Support governance procedures.

8.3 Post-Meeting

- Draft minutes for Chair approval.
- Circulate approved minutes.

- Update action logs.
- Maintain governance records.
- Support Board reporting.

9. Document History and Review

Field	Detail
Document Title	Student Interest Committee – Committee Handbook
Document Reference	SIC-HANDBOOK-2026
Version	21.0
Date	March 2026
Author	Parleen Arora, Student Experience Officer
Approved By	Chair, Student Interest Committee
Next Review	June 2027

This handbook should be read alongside the Student Interest Committee Terms of Reference, Board of Governors Governance Framework, Student Engagement Framework, Student Protection Plan, and relevant student-related policies.

Any queries regarding this handbook should be directed to the Committee Officer.