ACADEMIC GOVERNANCE COMMITTEES

Academic Board

- Learning, Teaching and Student Experience Committee
  - Student Experience Forum
  - Safeguarding Steering Group
  - Library Committee
  - Artistic Planning Group
  - Admissions Committee
  - Refreaming the Future Committee
- Academic Standards and Quality Committee
  - Short Courses Committee
  - Production Arts Courses Committee
  - BA Acting Course Committee
  - MA Lab Course Committee
  - Assessment Boards (King's College London)
    - Student Profile Meetings
  - Annual Monitoring Meeting (King's College London)
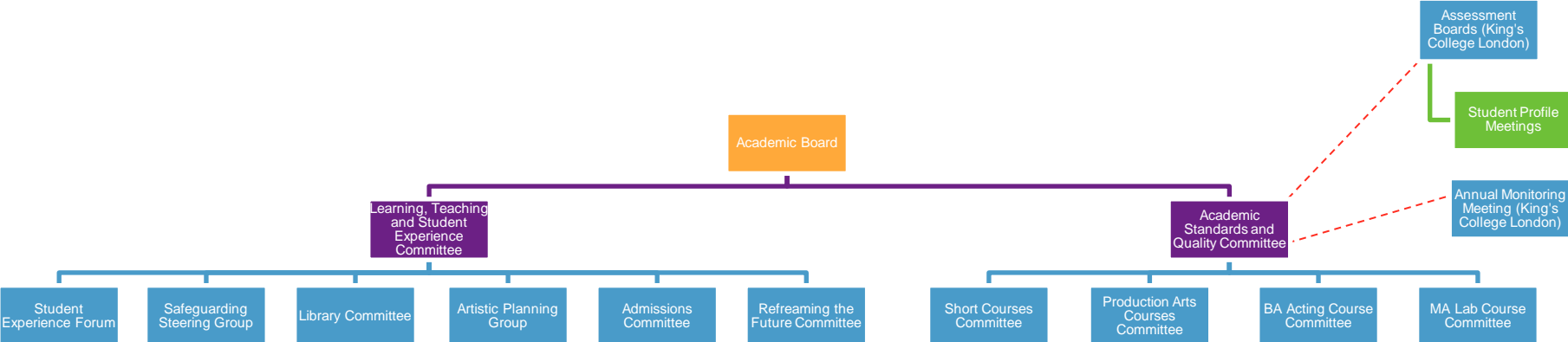
ACADEMIC BOARD
Reporting to RADA Council

Terms of Reference
Academic Board is the senior academic authority and is responsible, subject to the requirements of RADA's validating bodies, for:
1. The development and operation of RADA's strategies for learning and teaching, scholarship, research and artistic direction
2. Criteria for the admission of students to RADA's higher education and short courses
3. Policies and procedures relating to teaching, assessment and student experience
4. Establishing and monitoring strategies for widening access to and participation in RADA's courses
5. Establishing quality assurance systems and ensuring that academic standards are maintained in relation to established sector benchmarks
6. Development, approval, monitoring, review and closure of courses and curricula, including compliance with the validating body's requirements in these areas
7. Academic partnerships, including arrangements for the validation of its degree courses
8. Ensuring the quality of the student experience, including the operation and enhancement of academic and pastoral support services
9. Ensuring compliance with the validating body's academic regulations and establishing such regulations where authority has been delegated to RADA
10. Procedures for the award of RADA diplomas
11. To advise on any matters as RADA's Principal or Council may refer to the Academic Board.
12. Monitoring institutional risks related to academic provision, course delivery and student experience
13. To establish any committees to which the Academic Board may delegate its responsibilities and receive regular reports from these committees.

Membership

Principal (in the Chair)
Deputy Registrar (Academic Services) (Secretary)
Vice Principal and Director of Marketing and Communications
Director of Actor Training
Programme Director for Technical Training and Stage Management
Course Director, MA Theatre Lab
Course Director, PgD Theatre Costume
Director of Short Courses
Registrar and Secretary
Deputy Registrar (Admissions & Student Services)
Director of Access & Participation
Director of Equity
2 x Student Governors

In attendance
2 x Academic Staff Governors
1 x Independent Council Member
Director of Finance and Operations

From time to time the Board may co-opt members for a fixed term of office to assist it in specific undertakings

Quorum
50% of the voting membership

Frequency

3 x meetings per year

LEARNING, TEACHING AND STUDENT EXPERIENCE COMMITTEE
Reporting to Academic Board

Terms of Reference

1. Development of Learning and Teaching strategy across all RADA courses
2. Reporting to Academic Board on developments and enhancements in learning and teaching – identifying and sharing good practice
3. Overseeing development of Access and Participation Plan and monitoring progress of associated targets and workstreams
4. 4 Oversee ongoing work to decolonise the curriculum/canon, teaching, pedagogy, the institutional environment and the overall   student experience, ensuring that RADA's approach to anti-racism is embedded within all of its activities.
5. Identify, monitor and review action required to enhance the diversity and inclusivity of RADA's learning and teaching activities
6. Monitoring and enhancement of learning support services and resources, including library services and digital learning resources
7. Monitor effectiveness of student support mechanisms including Student Wellbeing Service, personal tutor system
8. Identify, review and monitor development opportunities for teaching and learning support staff (including opportunities for qualification and recognition of teaching and learning support)
9. Raise awareness of research and scholarship related to learning and teaching
10. Consider applicant and student feedback, including that emanating from the NSS, RSS, Student Experience Forum and student rep system, and identify/monitor resulting action plans
11. Oversee arrangements for student representation and monitor effectiveness
12. Monitor arrangements for financial support, including bursaries and hardship funds
13. Monitor progress against and initiatives emerging from RADA's Mental Health Strategy
14. Receive regular reports from sub-committees (including, Admissions Committee, Student Experience Forum, Safeguarding Steering Group, Library Committee, Artistic Programming Committee)
15. Provide an annual report to the Academic Board

Membership

Director of Equity (in the Chair)
Assistant Registrar (Admissions and Student Services) (Secretary)
Director of Access & Participation
Director of Acting Training
Course Director for Technical Training and Stage Management
Head of Film, TV and Radio
Registrar and Secretary
Head of Student Wellbeing
Deputy Registrar (Admissions and Student Services)
Library Manager
Director of Short Courses
2 x Acting staff representatives (2 year term)
2 x Technical staff representatives (2 year term)
2 x Student representatives (1 year term)

Frequency
3 x meetings per year

Quorum
One third of the voting membership including at least one student representative

ACADEMIC STANDARDS AND QUALITY COMMITTEE
Reporting to Academic Board

1. Establish, monitor and review internal processes for programme development, approval, review and amendment
2. Advise the Academic Board on matters relating to the quality assurance, enhancement and standards of higher education courses, with reference to regulatory frameworks, subject benchmarks and other external reference points
3. Oversee preparations for and outcomes of (re)validation exercises and external reviews
4. Coordinate annual monitoring processes and approve the Annual Programme Monitoring Report for submission to the validating body
5. Approve and review RADA's Quality Manual, mapping systems and processes against the requirements of the validating body and the Office for Students
6. Receive reports from course committees and report to Academic Board on matters of institutional significance
7. Oversee arrangements for the quality assurance of academic partnerships, including establishing mechanisms for the approval and review of such partnerships
8. Approve External Examiner nominations for consideration by the validating body
9. Review academic regulations and associated policies and recommend updates to Academic Board and/or the validating body
10. Oversee the publication of course information in accordance with guidance from the Competition and Markets Authority and other external bodies
11. Monitor datasets relating to student progression, attainment, employment, complaints and misconduct

Membership
Registrar and Secretary (Chair)
Deputy Registrar (Academic Services) (Secretary)
All Course Leaders/Directors
2 x Technical staff representatives (2 year term)
2 x Acting staff representatives (2 year term)
2 x Student representatives (1 year term)

Frequency
3 x meetings per year

Quorum
One third of the membership

ARTISTIC OVERSIGHT GROUP
Reporting to Learning, Teaching and Student Experience Committee

1. Oversee the planning of RADA's production cycle, including resource
2. Implications
3. Agree processes for the selection of repertoire and consideration of artistic
4. content
5. Oversight and evaluation of engagement with external festivals and performance opportunities

6. Oversight and evaluation of RADA's recorded and digital creative output
7. Consideration of creative projects proposed for RADA's theatre spaces
8. Consideration of proposals and feedback from students relating to RADA's
9. production programme and other creative outputs
10. 7. Ethical considerations related to selected material
11. 8. Oversee arrangements for the publication of information relating to productions
12. (promotional materials, content warnings, recordings, images etc.)
13. 9. Training/support needs relating to upcoming productions

Members

Director of Acting Training (Chair)
EA to Principal and Directors of Training (Secretary)
Programme Director for Technical Theatre and Stage Management
Associate Director
Course Director, MA Theatre Lab
Head of Production
Head of Film, TV and Radio
Director of Access and Participation
Senior Communications and Marketing Manager

In attendance
Events and Theatre Hires Manager
HE Courses Manager
Industry Liaison Manager

Frequency
A minimum of 3 x meetings per year

Quorum
One third of the voting membership

BA (Hons) Acting Course Committee

Terms of Reference
1. To ensure the effective delivery of acting courses in accordance with the information set out in programme and module specifications.
2. To recommend adjustments to the content or delivery of the courses for approval by the validating body, including acting as a key advisory body for periodic course review exercises.
3. Approval of proposals resulting from periodic course review to the Academic Standards and Quality Committee.
4. To oversee course and module evaluation processes and to identify, assign and track actions emerging from these.
5. To consider and take appropriate action in relation to feedback from staff and students on course operation, curriculum content, learning, teaching and assessment activities, learning resources and learning support services.
6. Monitoring and evaluation of academic standards and critical appraisal of the quality and delivery of courses and their outcomes for students, including contribution to and approval of relevant sections of annual programme monitoring reports prior to approval by the Academic Standards and Quality Committee.
7. To receive External Examiner reports and approve responses to issues raised in those reports, identifying and monitoring actions as appropriate.
8. To propose nominations for new External Examiners to Academic Standards and Quality Committee for onward presentation to the validating body.
9. To consider the outcomes of the National Student Survey (NSS) including relevant benchmarks and identify any course specific actions necessary to improve performance.

10. To consider any academic matters referred to it from departmental meetings or by the Director of Acting Training.
11. To receive updates on relevant matters from other academic committees (e.g. Learning and Teaching Committee, Library Committee, Artistic Programming Committee, Student Experience Committee) from members in common

Membership
Director of Acting Training (Chair)
Course Coordinator (BA (Hons) Acting) (Secretary)
Course Director, MA Theatre Lab
Lead Tutor in Acting
Lead Tutor in Voice
Lead Tutor in Singing
Lead Tutor in Movement
Head of Film, TV and Radio
Two further teaching staff representatives (2 year term)
All elected student representatives from BA Acting and MA Theatre Lab
HE Courses Manager
Deputy Registrar (Academic Services)

In Attendance
Library Manager
Student Governor (Acting)

Quorum
The quorum comprises one-third of the voting membership including at least one student representative.

Frequency
Schedule of meetings: Once per term
Clerk to the Committee: Course coordinator (BA Acting)

MA THEATRE LAB COURSE COMMITTEE
Reporting to Academic Standards and Quality Committee

Terms of Reference
1. To ensure the effective delivery of acting courses in accordance with the information set out in programme and module specifications.
2. To recommend adjustments to the content or delivery of the courses for approval by the validating body, including acting as a key advisory body for periodic course review exercises.
3. Approval of proposals resulting from periodic course review to the Academic Standards and Quality Committee.
4. To oversee course and module evaluation processes and to identify, assign and track actions emerging from these.
5. To consider and take appropriate action in relation to feedback from staff and students on course operation, curriculum content, learning, teaching and assessment activities, learning resources and learning support services.
6. Monitoring and evaluation of academic standards and critical appraisal of the quality and delivery of courses and their outcomes for students, including contribution to and approval of relevant sections of annual programme monitoring reports prior to approval by the Academic Standards and Quality Committee.
7. To receive External Examiner reports and approve responses to issues raised in those reports, identifying and monitoring actions as appropriate.
8. To propose nominations for new External Examiners to Academic Standards and Quality Committee for onward presentation to the validating body.

9. To consider any academic matters referred to it from departmental meetings or by the Director of Acting Training.
10. To receive updates on relevant matters from other academic committees (e.g. Learning, Teaching and Student Experience Committee, Library Committee, Artistic Programming Group) from members in common.

Membership
Course Director, MA Theatre Lab (Chair)
Course Coordinator (BA (Hons) Acting) (Secretary)
Director of Acting Training
All MA Theatre Lab tutors
MA Theatre Lab Student Representatives
HE Courses Manager
Deputy Registrar (Academic Services)

In Attendance
Library Manager
Student Governor (Acting)

Quorum
The quorum comprises one-third of the voting membership including at least one student representative.

Frequency
3 x per year

PRODUCTION ARTS COURSES COMMITTEE
Reporting to Academic Standards and Quality Committee

Terms of Reference
1. To ensure the effective delivery of technical courses in accordance with the information set out in programme and module specifications.
2. To recommend adjustments to the content or delivery of the courses for approval by the validating body, including acting as a key advisory body for periodic course review exercises.
3. Approval of proposals resulting periodic course review to the Academic Standards and Quality Committee.
4. To oversee course and module evaluation processes and to identify, assign and track actions emerging from these.
5. To consider and take appropriate action in relation to feedback from staff and students on course operation, curriculum content, learning, teaching and assessment activities, learning resources and learning support services.
6. Monitoring and evaluation of academic standards and critical appraisal of the quality and delivery of courses and their outcomes for students, including contribution to and approval of relevant sections of annual programme monitoring reports prior to approval by the Academic Standards and Quality Committee.
7. To receive External Examiner reports and approve responses to issues raised in those reports, identifying and monitoring actions as appropriate.
8. To propose nominations for new External Examiners to Academic Standards and Quality Committee for onward presentation to the validating body.
9. To consider the outcomes of the National Student Survey (NSS) including relevant benchmarks and identify any course specific actions necessary to improve performance.
10. To consider any academic matters referred to it from technical staff meetings or by the Course Director for Technical Training and Stage Management.
11. To receive updates on relevant matters from other academic committees (e.g. Learning and Teaching Committee, Library Committee, Artistic Programming Committee, Student

Experience Committee) from members in common

Membership
Course Director for Technical Training and Stage Management (Chair)
Course Coordinator (Technical Training and MA Theatre Lab) (Secretary)
Head of Wardrobe
Production Manager
Head of Film, TV and Radio
Head of Sound
Head of Lighting
Head of Video
Head of Scenic Art
Head of Scenic Construction
Head of Stage Management
Two further teaching staff representatives (2 year term)
HE Courses Manager
Deputy Registrar (Academic Services)
All elected Student Representatives from each year of the FdA/BA Technical Theatre and
Stage Management and the PgDip Theatre Costume

In Attendance
Library Manager
Student Governor (Technical Training)

Quorum
The quorum comprises one-third of the voting membership including at least one student
representative.

Frequency
3 x per year

SHORT COURSES COMMITTEE
Reporting to Learning, Teaching and Student Experience Committee

Terms of Reference

1. To ensure the effective delivery of short courses in accordance with the published course
   information.
2. To consider processes for assuring the standards and quality of short courses offered by
   RADA and their relationship to RADA's higher education courses.
3. To approve and monitor the effects of any changes to the curriculum or academic
   structure of the courses.
4. To consider and take appropriate action in relation to feedback from staff and students
   on course operation, curriculum content, learning and teaching activities, and learning
   resources.
5. To implement directives and consider recommendations referred to it by the Academy
   Principal or by Academic Board.
6. To consider any matters referred to it from other committee or team meetings or by the
   Head of Short Courses Training.
7. To make recommendations to the Learning and Teaching Committee based on feedback
   from staff and students.

Composition

Director of Short Courses - Chair
Senior Short Courses Administrator - Clerk

Membership
Head of Short Courses Training
Head of Short Courses Administration
Associate Director (Nona Shepphard)
NYU Course Director
Two staff representatives (two year term)
Foundation Course student representatives

Other staff members with particular and relevant expertise/experience to be co-opted as appropriate

Quorum
50% of the voting membership

Schedule of meetings
3 x meetings per year

STUDENT EXPERIENCE FORUM TERMS OF REFERENCE
Reporting to Learning, Teaching and Student Experience Committee

Terms of Reference

1. To receive and discuss students' views on non-curriculum-based aspects of their general experience, including the learning environment and student support.

2. To provide a forum for students to identify and discuss overarching issues of concern with members of staff from across the Academy, in particular in support and operational areas.

3. To facilitate greater communication and dialogue between students and staff outside the students' courses to ensure their overall experience is considered by the Academy.

4. To identify, share and build on good practice to further enhance the student experience.

5. To report and make recommendations the Learning, Teaching and Student Experience Committee and to other RADA committees and management groups as appropriate.

Membership
Student Governors (One to act as Chair)
HE Courses Manager (Secretary)
All elected student representatives
Vice Principle
Registrar and Secretary
Director of Actor Training (or representative)
Course Director for Technical Training and Stage Management (or representative)
Director of Finance and Operations
Head of Student Wellbeing
Deputy Registrar (Admissions & Student Services)

In Attendance
Principal

Quorum
50% of the voting membership including a minimum of two student representatives

Frequency
3 x meetings per year

LIBRARY COMMITTEE
Reporting to Learning, Teaching and Student Experience Committee

Terms of Reference

1. To formulate medium and long term policy for RADA's library provision.
2. To act as a sounding board for the Library Manager in relation to RADA's library provision.
3. To oversee the Library's acquisitions policy.
4. To advise on operational matters for the Library (for example opening hours, staffing) and ensure compliance with legal requirements (for example copyright legislation).
5. To receive update from Federation of Drama Schools Libraries committee.
6. To receive updates on educational/training matters related to library resources (including digital resources) in relevant sectors including higher education and theatre.
7. To advise on any other relevant policy development delegated to the Committee by Academic Board or the Senior Leadership Team.
8. To commission and receive surveys of users of the Library to improve services and report the findings to Academic Board and SLT.
9. To report annually to Learning and Teaching Committee on library activities and provision.

Membership

Library Manager (Chair)
HE Courses Manager (Secretary)
Deputy Registrar (Academic Services)
Two Theatre Production staff representatives (three year term)
Two Acting Faculty nominees (One BA Acting and one MA Theatre Lab) (three year term)
Academy Dramaturg
Three student representatives (one acting, one technical theatre, one MA Theatre Lab)
Two graduate members (one acting, one technical theatre – where possible, one to be draw from the membership of the Training Committee (three year term)

Quorum

One Third of the membership

Frequency of meetings

3 x meetings per year

REFRAMING THE FUTURE: DECOLONISING RAD ACTOR AND TECHNICAL TRAINING COMMITTEE
Reporting to Learning, Teaching and Student Experience Committee

Role/Purpose

The (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee has been established to;
•   scrutinise the teaching and learning environment, content and delivery in order to ensure that all students are fairly and equally served throughout all the elements of the training.
•   and thereafter to establish a decolonisation process that will make the training an equitable educational experience for all students, but, in particular for those students who identify as Black and Global Majority;
Due to the sensitive and nuanced nature of this work and the ongoing debate regarding

collective terminology, who 'defines into it', its purpose, who it serves, why is it needed and what it means for all who are to be 'defining into it' and bearing in mind, it is in response to the RADA Anti-Racism Student Action Plan (ARSAP). The decision has been put forward to make a clear considered definition for this work, why and what it represents in relation to the RADA ARSAP. For the purpose of this RADA specific work, Black and Global Majority will be defined in the following way;

'The word 'Black' has a complex history. Some activists and academics use the term collectively to include all minoritized groups that are subject to White racism. Although this can have a politically useful unifying purpose, in research this approach can obscure important social, historical, cultural and economic differences between different groups. In the US the term is usually taken to denote people of African American ethnic heritage; in the UK it usually describes those who would identify their family origins in Black Africa and/or the Caribbean.' David Gillborn (2008) Racism and Education Coincidence or Conspiracy? Oxon: Routledge. For the purpose of this work, this is how the (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee will define the term 'Black' in its use of the collective term Black and Global Majority.

'Global Majority is a collective term that first and foremost speaks to and encourages those so-called to think of themselves as belonging to the global majority. It refers to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'. Globally, these groups currently represent approximately eighty per cent (80%) of the world's population making them the global majority now, and with current growth rates, notwithstanding Covid-19 and its emerging variants, the global majority is set to remain so for the foreseeable future. Understanding that singular truth may shift the dial, it certainly should permanently disrupt and relocate the conversation.' Rosemary Campbell-Stephens MBE (2020) Global Majority; Decolonising the language and Reframing the Conversation about Race. Leeds Beckett.

For the purpose of this work, this is how the (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee will define the term 'Global Majority' in its use of the collective term Black and Global Majority.

The Anti-Racism Steering Group Report (SGR) recommended that, in order to define and establish this process a Decolonising Committee should be created and charged with investigating all aspects of the training that RADA is validated to provide, the curriculum/canon, teaching, pedagogy, the institutional environment and the overall education/training experience of students past and present. The role of (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee will be to provide strategic direction and supervision to ensure that;

• RADA becomes an organisation with a curriculum, culture, teaching faculty, procedures, professional services and practices which is inclusive and diverse and in no way excludes or disadvantages Black and Global Majority people.

• A codified understanding is created of what is expected and considered to be diverse and inclusive standards and best practices across the curriculum, culture, teaching faculty, procedures and professional services of all validated, short courses and outreach work.

• The (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee will advise, promote and present its findings and recommendations. The Academic Board, and where applicable Council, will be responsible for ensuring the recommendations from the (Re)framing the Future Decolonising RADA Actor and Technical Training Committee are taken forward and implemented.

The (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee sets out to achieve the following outcomes:

• A thorough review of the teaching canon, the method and motivation of its delivery and how the teaching and learning environment is resourced.

• Significant shifts in the culture of training delivery such that it features ongoing and regular peer review, a drive towards continuing excellence, evolution and cultural relevance year on year. A constituent of this could be ongoing quality assurance through teaching/peer observations and feedback, for example:

o The language and attitude used amongst all courses must be reviewed; there must be a move away from White Western Eurocentrism dominating these said aspects. The staff should be more representative of Black and Global Majority. Measurable training for staff

members to gain a better understanding of racial literacy. (See 11.5.1 in the ARSAP)

Authority

The (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee's decision-making authority will be to make recommendations to the Council and Academic Board – subject to its overall remit and the scope of its findings. Where appropriate, the (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee reserves the right to request legal advice from outside the organisation.

Membership

Chair: Pamela Jikiemi (appointed by the Director)

Secretary/Treasurer: External Expertise/Safeguarding

+ 11 Others

RADA Council Chairman and Proxy Committee members have been drawn from the RADA acting and technical teaching faculty, graduates and an individual/s with a demonstrated Higher Education institute specialism in safeguarding, finance, facilitation and creative arts. The committee is a cross section of representatives and expertise from each area of the RADA validated offer and who have demonstrated a commitment towards best practice in inclusive teaching and learning. The committee is reflective of the diversity in training, thinking and research that RADA is striving towards outwardly and inwardly.

The process needs to be multi-faceted with a focus on the benefits to RADA. Strong committees require funding and a membership with diverse skills and talents. By increasing/widening the pool of candidates with the (Re)framing the Future: Decolonising RADA Actor and Technical Training Committee is a dynamic, forward-facing group of practitioners, industry, academics and professionals willing to serve, learn and put acting and technical training at the vanguard of the conservatoire field.

Interest has been elicited by the Chair from prospective members that matched the following criteria:

•   Have clearly demonstrated a willingness to be at the forefront of this decolonising work.

•   Understand that safeguarding the overall students experience is a key component of this work.

•   To inspire and empower others and fully understand the aims and ambitions of RADA with this work.

They were then asked to submit a short paragraph outlining their aims/understanding/competencies that they bring and qualification for the work and project.

Meeting Arrangements

Meetings will be held remotely during the current COVID-19 pandemic. Thy may possibly move to in-person meetings when allowed and is feasible. Though continuing online may be cost efficient and more manageable going forward. The meetings will be held initially weekly and then fortnightly. Minutes will be taken. Meetings Agendas will be distributed 1-3 days before each meeting via email. The meeting attendees should receive the minutes soon after the meeting – project management will be required for this to ensure distribution to the right people and to manage communication between meetings to ensure and feedback issues with the minutes goes directly to the minute taker.

Lifetime of Committee

This Terms of Reference is effective from March 2021. The expectation is that the Decolonising Committee would, in the first instance, be established until July 2022.

ADMISSIONS COMMITTEE

Reporting to Learning, Teaching and Student Experience Committee

The objective of the admissions committee is to monitor and implement the Admissions and Fees Policies; ensuring that they are reviewed regularly and that the admissions procedures are fair, consistently applied and compliant with RADA's Admissions Policy.

Terms of Reference

1. To evaluate the previous year's admissions cycles including in relation to access and

equity targets, for reporting through the Student Experience Committee to the Academic Board and Council and to inform Access and Participation Plan monitoring reporting to the Office for Students.
2. To oversee the implementation of the Admissions Policy across the Academy, taking account of the institutional policy on equality and diversity and national and international good practice in admissions.
3. To review and update the following on an annual basis:
a. The Admissions Policy and to prepare recommendations for any changes to the policy for the approval of Student Experience Committee
b. The Admissions Procedures and application forms for all programmes ensuring transparent selection criteria and assessment processes are maintained
c. The Fees Policy, in accordance with the Academy's financial planning
d. The Admissions Complaints and Appeals Policy
4. To receive updates on marketing and recruitment strategies.
5. To consider and agree any new admissions panel members.
6. To identify training needs and ensure that faculty staff and external panel members receive training on relevant changes to the legal and regulatory framework surrounding admissions, so that they can fulfil their role competently and in a manner consistent with the Admissions Policy.
7. To prepare an annual report for the Student Experience Committee on the operation of admissions, highlighting any issues relating to the maintenance of academic standards and any issues of strategic significance for the Academy

Membership
Deputy Registrar (Admissions and Student Services) (in the Chair)
Assistant Registrar (Admissions and Student Services) (Secretary)
Director of Access and Participation
Director of Acting Training
Course Director for Technical Theatre and Stage Management
Course Director, MA Theatre Lab
Chair of the Acting Admissions Panel
Senior Communications and Marketing Manager

Frequency
Annually or as required

Quorum
50% of the membership

SAFEGUARDING STEERING GROUP
Reporting to Learning, Teaching and Student Experience Committee

Terms of Reference
1. Maintain oversight of all aspects of safeguarding work across the academy and ensure RADA's policies and procedures are up to date and effective in protecting young people and students from potential or actual harm.
2. Ensure that RADA's approach to safeguarding responding to students of concern is embedded within the culture and practice of the institution.
3. Make recommendations on updates to the institutional Safeguarding Policy based on RADA's legal responsibilities and sector best practice.
4. Support Course Directors and Heads of Departments to implement and comply with RADA's Safeguarding Policy and associated procedures.
5. Recommend improvements in RADA's working practices, systems and procedures so that individual and collective responsibility for safeguarding is clearly articulated, measured and monitored.
6. Identify, respond and escalate as appropriate, organisational risk within RADA related to safeguarding.

7. Raise the profile of safeguarding within all aspects of RADA's work.
8. To ensure that appropriate data is collected about safeguarding activity in a way that supports RADA's duty of care towards its students.
9. To ensure training is in place to enable RADA staff to fulfil their duties and responsibilities in relation to safeguarding.
10. To report to each meeting of the Student Experience Committee and to provide updates to the Senior Leadership Team and the Council as required.

Membership
Head of Student Wellbeing (in the Chair)
TBC (Secretary)
Registrar and Secretary
Director of Access and Participation
Access and Participation Manager
Head of Customer Operations
Council Member for Safeguarding
Head of Short Courses Administration
One Acting staff representative (3 year term)
One Technical Training staff representative (3 year term)

Frequency
3 x meetings per year

Quorum
50% of the membership

ASSESSMENT BOARDS
Reporting to the King's College London Arts and Humanities Faculty Assessment Board and to the RADA Academic Standards and Quality Committee

An Assessment Board shall be convened for each higher education award delivered by RADA and awarded by King's.
RADA Assessment Boards are responsible for ensuring that the examination and assessment procedures for the award(s) for which it is responsible are carried out in accordance with the regulations governing the programme(s) (course(s)) and award(s) concerned and other relevant Academy regulations and in a fair and impartial manner. Assessment boards make decisions on student progression, award, or withdrawal due to academic failure, based on consideration of assessment outcomes for each student.

Terms of Reference
1. To agree the grades awarded for each assessment and any aggregate marks calculated.
2. To consider any recommendations arising from mitigating circumstances procedures.
3. Make decisions on each student's progression or final award in accordance with the requirements set out in the programme specification, course document and academic regulations including;
   a. whether a student may proceed to the next stage of a programme,
   b. whether a student is permitted to retrieve or repeat an assessment, module or stage of a programme,
   c. whether a student is required to withdraw due to academic failure,
   d. the award of credit, degrees or diplomas and, where relevant, the classification of these awards.
4. To consider initial comments from the External Examiner.
5. To note any adjustments made as a result of the implementation of emergency assessment regulations.
   6 To ensure a proper record is kept of the proceedings and decisions, and that the confidentiality of these is preserved.

Membership
Director/Course Leader of the course under consideration (in the Chair)
HE Courses Coordinator (Secretary)
One Director/Course Leader from a course not under consideration
Internal Examiners
External Examiners
Registrar (or deputy)
Chair of the relevant King's Arts and Humanities Faculty Assessment Sub-committee

Quorum
Chair, External Examiner and one half of the voting membership

Frequency
At least once per academic year with additional meetings scheduled as required