



ORGANISATIONAL STRUCTURE FOR STRATEGY, MANAGEMENT, QUALITY ASSURANCE, MONITORING & REVIEW

The Board of Studies

The primary body responsibility for maintaining, monitoring and reviewing the quality of the teaching and learning delivered by Mattersey Hall College is the **Board of Studies** (BoS), which has, as its main brief to set, maintain and assure standards – in relation both to the Quality Code and in ensuring that Mattersey Hall fulfils its partnership obligations in relation to the University of Chester.

The Board of Studies ratifies an Enhancement Action Plan, which it then implements.

Any decision regarding the maintenance and improvement of academic standards and of the quality of the students' learning experience must be referred to, and ratified by, the Board of Studies. Decisions taken at the Board of Studies are passed to the Academic Department for implementation.

Twice in each academic year (in June and in February or March) we have extended Boards of Studies (EBoS). These give more time to the review and enhancement of our provision – including looking at management data, student feedback, External examiners reports, etc. These extended meetings also monitor and review the Enhancement Plan and Enhancement priorities.

The Board of Studies is chaired by the Academic Dean/Head of Academic Provision, and includes the Principal, Vice-Principal, Director of Studies and other members of faculty. It also includes student representatives, who take a full part in discussions, except where those discussions relate to other students.

In addition to the Board of Studies there are other groups that have various levels of input into strategy, management and the maintenance of academic standards.

Directors of Assemblies of God Inc.

Mattersey Hall College is part of Assemblies of God Inc., and Directors of AoG Inc. also have directorial oversight of the College. In general, though, those oversight responsibilities are delegated to the ...

Senior Leadership Team (SLT)

The Senior Leadership Team operates in accordance with the bye-laws of AoG Inc. It comprises the Principal and Academic Dean/Head of Academic Provision together with two Directors, the Director of Training and the Campus Director. Other members may be co-opted. The SLT's brief covers all issues of management within the College and the campus, and has input into academic matters at a general strategic level, relating to the kind of programme we should be offering. This input also includes discussion of appropriate staffing levels. The SLT may also receive feedback, where appropriate, from Strategic Planning meetings (see below) and meetings with Student Representatives (see below). Though these will, more usually, be discussed by the BoS, and any proposed course of action following those meetings will be brought to the Board of Studies for further discussion and an agreed action plan.

Sometimes decisions made by the BoS will need to be referred to the SLT for ratification. Similarly, decisions taken by the SLT, which affect academic provision, will be discussed by the BoS before being implemented. In practice, because of the overlap in personnel, the decision-making process runs very smoothly.

Student Faculty Meetings (SFMs)

These meetings cover issues relating to all aspects of College life, not just academic. Meetings are minuted, and any action required, following those meetings will be referred to appropriate bodies, e.g. Campus Management, the Pastoral Team, the Academic Department – all of which have representatives in attendance. Although communication has, hitherto, been informal, it would be appropriate for the relevant items from the minutes of the Meeting with Student Representatives to be included, formally, in any appropriate agenda item at other meetings where these things might be further discussed (e.g. Board of Studies).

Strategic Planning Meetings

We plan a series of Strategic Planning days where the College faculty meet to review programmes, to note what is going well and needs to be maintained and what is not going well and needs improvement, to share best practice in areas of teaching, learning and assessment strategies, and to look at how the College can continue to provide a high-quality learning experience for students that also meets their needs and aspirations effectively.

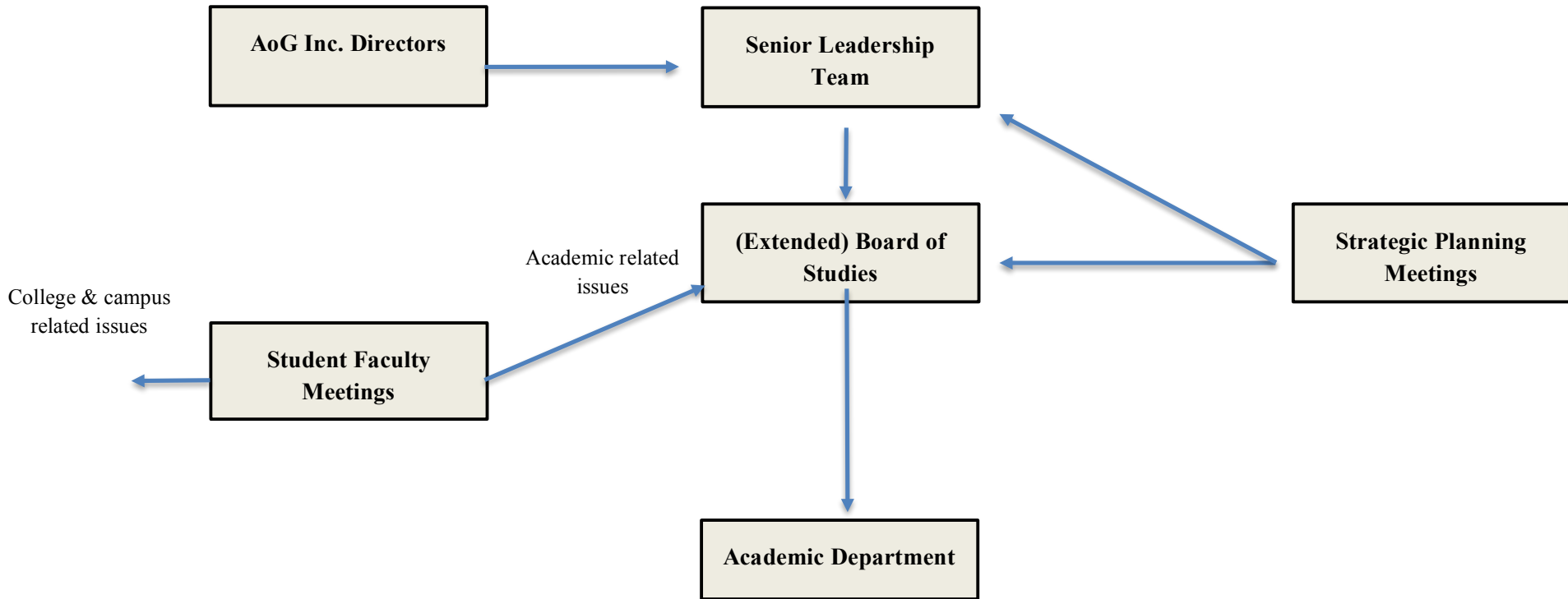
The results of these deliberations are then referred directly or indirectly (and where appropriate, after discussion by the Senior Leadership Team) to the Board of Studies for further consideration and the implementation of any appropriate action plan.

Communication between various bodies

Communication between these various groups takes place through published minutes, and also through the considerable overlap in personnel; though we are aware that informal communication (which is, in our view, a strength of the College, and which we do not want to lose) needs to be supplemented by a more formal recording system to ensure that nothing is missed.

Revised 20 March 2018

ORGANISATIONAL CHART



IMPLEMENTATION

External Examiners;
University of Chester:
Programme Renewal, etc.

External reference points:

FHEQ

QAA National Benchmarks
for Theology & Religious