

## Museums of the University of St Andrews: Student Advisory Panel

Updated August 2021

### Terms of reference

#### 1. Purpose

The Student Advisory Panel of the Museums of the University of St Andrews exists in order to meet the aim of the Museums' Student Engagement Plan:

*"St Andrews' University Museums aims to enrich the student experience by working collaboratively with the student body in a sustainable way, building an inclusive cultural and social hub in which students see themselves reflected and feel is for them."*

The function of the Student Advisory Panel (SAP) will address the following key strands in the Student Engagement plan:

- Consolidating and building key relationships within the student body
- Providing opportunities for skills development and employability experience
- Preparing targeted PR and marketing to the student body
- Organising Late events
- Providing a student perspective that allows the museums service to programme events and exhibitions in ways that meet the needs of the student population.

The role of the SAP will be to advise on these matters rather than to have the final say on them, to instigate collaborations and to direct and organise some of the student related activities carried out on behalf of the museums service.

#### 2. Structure

The SAP consists of a panel of 18 members.

The membership is as follows:

- Director of Student Development and Activities (co-chair)
- Learning and Access Curator (co-chair)
- An Association representative
- BAME Officer
- Disability Officer
- Widening Access and Participation Officer
- LGBT+ Officer
- An SAF representative
- A postgraduate representative
- A Capture Collective Representative
- 4 x School Presidents
- 4 x General Members

General members can be any member of the University student community who can apply and are selected by the DOSDA and Learning and Access Curator.

Any member may invite a guest to attend a meeting in order to participate in a particular agenda point.

### **3. Roles**

#### *a. SAP*

The SAP will have a number of roles:

#### *1. To advise the Museums of the University of St Andrews on their activities*

The Museums will update the panel on activities, share plans and ideas around activities with the panel and seek input in these areas.

#### *2. To provide input into decision making*

The panel will provide input into decision making from a student perspective, advising both the Academic Advisory Committee (AAC) and Museums Strategic Board (MSB) as and when necessary and relevant. A member of the SAP, usually the DOSDA, will sit on the MSB as an *ex officio* member and, temporarily until the creation of the MSB, will participate in meetings of the AAC.

The relationship between the various bodies is outlined in the appendix.

#### *3. To support the development of collaborative opportunities between the Museums and student bodies.*

To create opportunities for Museums to work closely with the Students' Association and student societies as appropriate, with each contributing to the activities of the other and with Museums providing a degree of mentoring in doing so.

#### *4. To support the effective marketing of the museum and its activities to the student population.*

To help organise and carry out marketing activities aimed at the student population with support from museum staff.

#### *5. To support the development and delivery of programmes targeted at the student audience.*

To help plan and deliver programmes that engage the student population with support from museum staff.

#### *6. To put forward ideas for the future development of the Museums*

To present ideas and potential collaborations for development of student-related activity.

#### *b. Role of Sub-groups*

Whereas the main SAP advises and directs activities under this brief, two sub-groups may be established to carry out the practical elements. The necessity of these sub-groups will be decided by the SAP and will be established by it if required.

The marketing sub-group may assist and deliver activities under point 4 and the programming sub-group may assist in the achievement of points 3 and 5.

#### *c. All members*

All members will advocate for the Museums within the student community, will represent the views of students, and will work with the Museums team to ensure that outputs are of obvious benefit to the student community in St Andrews.

*d. Director of Student Development and Activities*

As paragraph c., plus will chair the second part of each meeting, compile the agenda for this and report back to the LA Curator where necessary.

The DOSDA will represent the views of the SAP on the AAC until the creation of the MSB, at which point s/he will cease to be a member of the AAC. The DOSDA will represent the views of the SAP on the MSB and feedback to the SAP from meetings.

The DOSDA will represent the views of the Students' Association Sabbatical team and will inform them of relevant discussions.

*e. Learning and Access Curator*

Will represent the views of the Museums, chair the first part of each meeting and compile the agenda for this. Will be absent from the second part of each meeting to allow the free expression of views by other members.

*f. BAME Officer*

As paragraph c., plus will in particular consider discussions from a racial and cultural equality perspective, liaising with the Students' Association Equal Opportunities Committee and the cultural and religious student societies to ensure their views are appropriately represented and to facilitate the Museums' work with them.

*g. Disabilities Officer, Widening Access and Participation Officer, LGBT+ Officer and Postgraduate Representative*

As paragraph c., plus will in particular consider discussions from the perspectives of the communities they are elected to represent, liaising with relevant bodies and individuals associated with the communities.

*h. School presidents*

As paragraph c., plus will consider discussions from a learning and teaching perspective in particular and will liaise with the Students' Association Education Committee to ensure their views are appropriately represented and that they are able to feedback into SAP discussions.

*i. Secretary*

A secretary will be elected from among the SAP members during the first meeting of each academic year. The secretary will record minutes using the "Chatham House" rules, taking note of discussion and outcome without attribution to individual members.

**4. Meeting frequency and structure**

Meetings will take place approximately once a month during semester. An agenda will be circulated at least one week in advance.

The Learning and Access Curator will not be present for the first half of the meeting to allow the free expression of views by members. The DOSDA will chair this part of the meeting.

The Learning and Access Curator will join the meeting for the second half to hear feedback on points discussed in the first half, answer questions and provide updates as appropriate.

Meetings will be minuted by the Secretary, without the attribution of points to individual members.

## **5. Recruitment**

Members will either automatically join the SAP as part of their elected position, or will be co-opted from among the group they represent.

The following members will automatically join the SAP by right of their position and will remain a SAP member for as long as they hold that position:

- Director of Student Development and Activities
- Learning and Access Curator
- BAME Officer
- Disabilities Officer
- Widening Access and Participation Officer
- LGBT+ Officer

The following members will be co-opted from among the group they represent on an annual basis. They will complete their role on the SAP at the end of each academic year but may be co-opted a second time if they remain in their position:

- Association representative
- SSC representative
- Postgraduate representative
- Capture Collective representative
- School presidents

## **6. Review**

The structure, functioning and running of the SAP may be adapted by the University Museums or by majority voting of the SAP with approval of the University Museums as required.

## Appendix: Museums governance structures and the role of the Student Advisory Panel

