

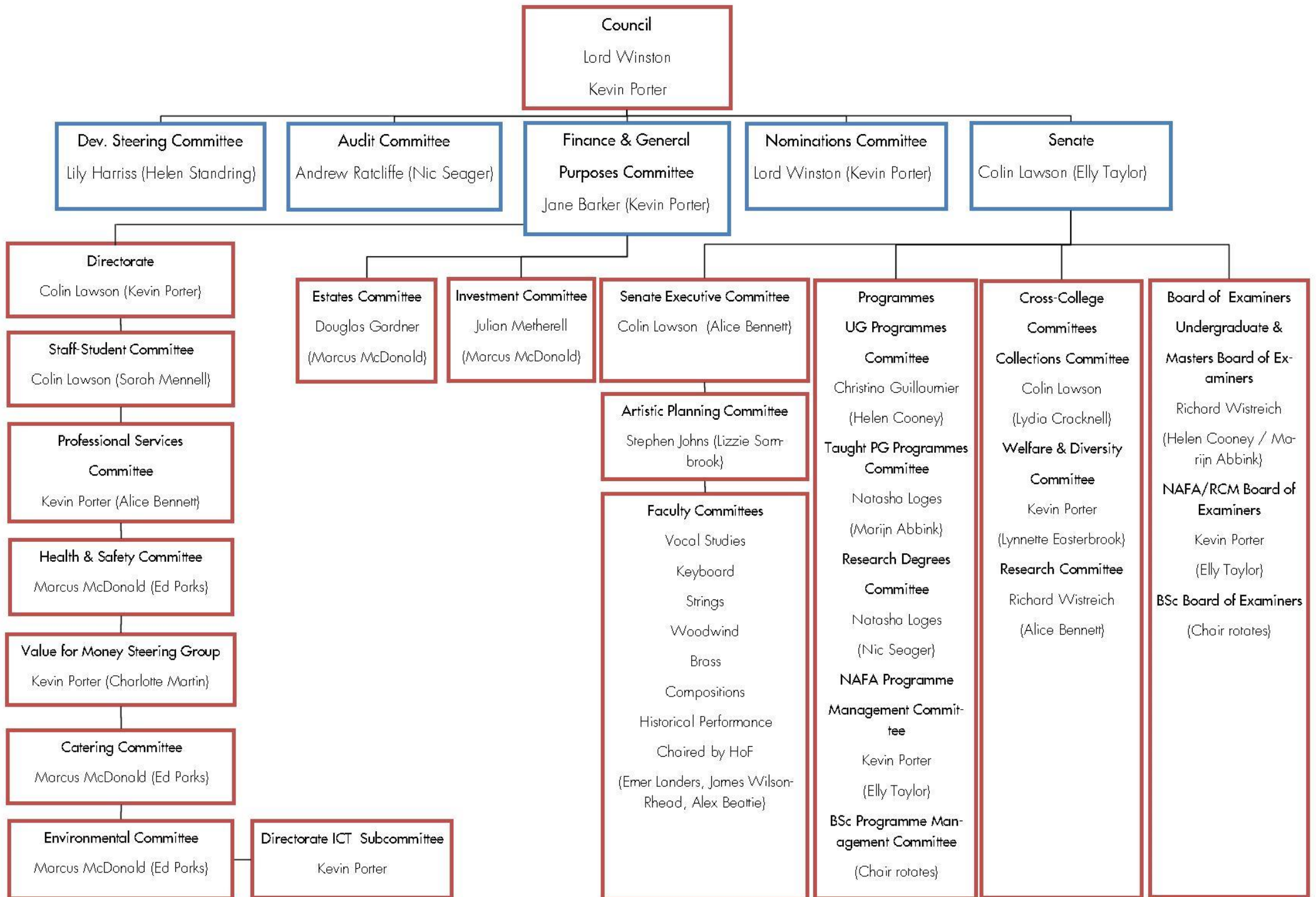


ROYAL COLLEGE OF MUSIC
COMMITTEE HANDBOOK
2016/17

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COUNCIL COMMITTEES

Council

Terms of Reference

The College shall have a Council which shall be the supreme governing body of the College and shall be responsible for the exercise of the College's powers. The functions of the Council shall include, without limitation:

- a) ensuring the effective and efficient management, control and supervision of the College;
- b) the appointment and payment of officers and staff;
- c) the management and disposition of the property of the College;
- d) making statutes, ordinances, bye laws, regulations and procedures for the regulation and management of the College and for membership of the Council; and
- e) the custody and use of the Common Seal of the College.

The Council may establish committees or sub-committees from among its own number or otherwise appointed for the purpose and delegate all or any of its functions to them or to the Director or to the Chairman or, in his absence, to the Deputy Chairman, provided that the Council shall not delegate any of the following functions:

- a) the determination of the educational character and mission of the College;
- b) the approval of the College's annual estimates of the income and expenditure;
- c) the responsibility for ensuring the solvency of the College and for safeguarding its assets;
- d) the appointment or dismissal of the Director of the College, following consultation with the President;
- e) the appointment or removal of the Chairman, other independent members of Council and the Vice-Presidents, in each case after the consent of the President has been obtained;
- f) the appointment or removal from among the independent members of a Deputy Chairman and of an Honorary Treasurer;
- g) the appointment of auditors, the establishment of an Audit Committee and the approval of the College's annual audited accounts; or
- h) the alteration, amendment or addition to this Charter or the making of statutes, ordinances, bye laws, regulations and procedures.

The Council shall consist of not more than twenty five persons of whom:

- a) one shall be the President for the time being of the College;
- b) one shall be the Director for the time being of the College;
- c) one shall be the elected President for the time being of the Students' Union of the College;
- d) two shall be elected by the academic staff of the College from amongst their number;
- e) one shall be elected by the non-academic staff of the College from amongst their number; and
- f) at least 10 shall be persons who are neither students nor members of staff of the College ("independent members") and who shall be appointed by the independent members after the consent of the President has been obtained.

Council members shall hold office for the following periods:

- a) the President and the Director of the College and the President of the Students' Union shall be members of the Council for so long as such persons remain respectively the President and the Director of the College and the President of the Students' Union;
- b) the terms of office of other members of the Council shall be set out in the Statutes.

Membership

The President

HRH The Prince of Wales

Independent Members

Lord Winston (Chairman)
 Mrs Jane Barker CBE (Deputy Chairman)
 Lord Black of Brentwood
 Mr Peter Dart
 Mr Douglas Gardner
 Mr Andrew Haigh
 Ms Ruth Keatch
 The Hon Richard Lyttelton
 Ms Gillian Moore MBE FRCM
 Mr John Nickson
 Mr Andrew Ratcliffe
 Lady Robey OBE
 Ms Alethea Siow
 Mr Rhoderick Voremberg
 Mr Bob Wigley

Dates of Appointment

July 2007 – August 2017
 February 2007 – July 2017
 August 2009 – July 2019
 January 2015 – July 2020
 March 2014 – July 2019
 March 2011 – July 2021
 June 2016 – July 2021
 February 2009 – July 2019
 February 2007- July 2017
 March 2012 – July 2017
 March 2014 – July 2019
 February 2007 – July 2017
 July 2010 – July 2020
 March 2011 – July 2021
 March 2013 – July 2018

Director

Professor Colin Lawson CBE FRCM

Elected Members

Professor Ashley Solomon HonRCM (re-elected by professors)	August 2012– July 2018
Professor Vanessa Latarche FRCM (elected by professors)	July 2016 – July 2019
Mrs Elly Taylor HonRCM (elected by administrative staff)	August 2015 – July 2018
Mr Alex Fryer (President, Students' Union)	July 2016 – July 2017

In Attendance

Mr Kevin Porter HonRCM (Clerk to the Council, Deputy Director)
 Mr Nic Seager (Assistant Clerk to the Council, Registry Information & Systems Manager)
 RCM Directorate

Finance & General Purposes Committee

Terms of Reference

Finance Matters

1. To review, monitor and advise Council on the financial sustainability of the College, within the framework of the RCM Strategic Plan.
2. To review the financial forecasts annually and recommend their approval to Council; to review annual budgets, including capital budgets, for approval by Council and to monitor actual expenditure by way of regular management accounts; to scrutinise the annual financial statements, for recommendation to Council.
3. To scrutinise the RCM's annual accounts, before review by Audit Committee.
4. To scrutinise the annual accounts of RCM subsidiaries prior to approval by their boards of directors.
5. To approve the Students' Union's annual budget and to review its annual accounts, for recommendation to Council.
6. To approve exceptional unbudgeted expenditure, including capital expenditure, within the limits set out in the financial regulations.
7. To approve student tuition fees and approve recommendations for the write-off of student debt, within the limits set out in the financial regulations.
8. To review and approve the financial regulations of the College, including the thresholds and tendering procedures for contracts.
9. To keep under review the RCM's procurement strategy, policy and procedures and to oversee significant tender exercises.
10. On the basis of recommendations from its Investment Committee, to review the College's investment strategy, for recommendation to Council.
11. To receive regular reports on the College's fundraising activities.

Human Resources, Estates and Other Matters

1. Acting as the College's risk management committee, to review the College's risk management strategy and policy; to receive annual reports on risk management and reports of the Directorate's annual review of the risk register.
2. On the advice of its Estates Committee, to review and recommend to Council the College's estates strategy and to receive regular reports on projects to improve the College's estate.
3. To approve and review the College's policies and procedures for the management of human resources; to approve arrangements for the employment of staff including terms and conditions of service, remuneration (including annual cost of living awards), pensions, and redundancy schemes.
4. To approve arrangements for the selection and appointment of senior staff, on the recommendation of the Director.
5. Acting as Remunerations Committee, to approve the terms and conditions of service, remuneration, and pay awards for senior staff.
6. To review and approve annually the College's insurances.
7. To monitor the College's compliance with appropriate funding council requirements; to approve submissions to HEFCE that require a governance sign-off, where Council itself or Audit Committee are not required to provide this
8. To keep under review the College's approach to and strategy for external communications
9. To review and approve terms of reference of subcommittees, currently, Investment and Estates
10. To carry out such other functions as are delegated to it by the Council and consider such other matters as may be referred to it by the Chairman of Council or the Director.

Membership

Deputy Chairman
Chairman of Council
Chairman of Investment Committee
Chairman of Estates Committee
Director
Such independent members as the Council may determine
Other independent members

Mrs Jane Barker (Chairman)
Lord Winston
Mr Rhoddy Voremberg
Mr Douglas Gardner
Professor Colin Lawson

Lord Black of Brentwood

In Attendance

Clerk to the Council
Other members of the Directorate
Assistant Clerk to the Council

Mr Kevin Porter (Secretary)

Mr Nic Seager

Estates Committee of the Finance & General Purposes Committee

Terms of Reference

1. To provide informed advice to Finance & General Purposes Committee on the development and management of the College's estate.
2. To review the Estate Strategy before recommending it to Finance & General Purposes Committee for approval.
3. To ensure liaison with the Development Committee on funding applications
4. To obtain student feedback on estate developments
5. To oversee major capital projects on behalf of Finance & General Purposes Committee, to recommend major contractors (architects, builders, etc), and to monitor progress (including continual risk assessment).
6. To advise the Finance & General Purposes Committee on the progress and likely financial outcome of major capital projects relative to budget.

Membership

Chairman, from independent members of RCM Council
Director
Such other members (no fewer than two) as the Committee regards as necessary, with skills in property, project management, and property law

Mr Douglas Gardner
Professor Colin Lawson
Ms Alethea Siow
Mr Nigel Woolner

In Attendance

Director of Finance & Estates
Deputy Director
Head of Estates
Courtyard Project Internal Manager
Darnton EGS Architects
Assistant to the Director of Finance & Estates
Other members of the Directorate, as needed

Mr Marcus McDonald (Secretary)
Mr Kevin Porter
Ms Debbie Mainprize
Ms Sarah Hanratty
Mr David Suggitt
Mr Ed Parks

Investment Committee of the Finance & General Purposes Committee

Terms of Reference

1. To determine and recommend to Council investment strategy and policy in the light of their objective and income requirements.
2. To establish criteria leading to guidelines and ranges within which an asset allocation policy appropriate to the College's funds be pursued, including Broad Asset Allocation.
3. To review periodically (at least every five years) the selection of Investment Managers.
4. To appoint Investment Managers, acting on the authority of RCM Council Trustees.
5. To determine benchmarks for the measurement of Investment Performance.
6. To receive quarterly reports from Investment Managers and to meet regularly with them to review these reports.
7. To report to the Finance & General Purposes Committee of RCM Council on the state of performance of their investments and to advise on any changes recommended.

Membership

Two members of RCM Council (one the Chair)

Deputy Director

External members (co-opted)

Mr Rhoddy Voremberg (Chairman)

Ms Ruth Keattch

Mr Kevin Porter

Mr Andrew Tusa

In Attendance

Director of Finance & Estates

Head of Finance

Newton Investment managers

Assistant to the Director of Finance & Estates

Mr Marcus McDonald (Secretary)

Ms Jas Rooprai

Ms Hilary Meades

Mr Jeremy Wells

Mr Ed Parks

Nominations Committee

Terms of Reference

1. To make recommendations to the Council for independent membership of the Council, taking account of the balance of membership and of nominations received from other members of Council, staff and students of the College.
2. To keep under review and to recommend the chairmanship and membership of Council committees.
3. To keep under review the attendance of members of the Council.
4. To recommend to the Council candidates for honorary awards.

Membership

Chairman of Council

Director

Up to three (minimum two) independent members of the Council recommended by the Chairman

One member of the Council elected to serve on the Council by the professorial staff

Professor Lord Winston (Chairman)

Professor Colin Lawson CBE FRCS

Mrs Jane Barker OBE

Ms Gillian Moore MBE

Lady Robey

Professor Ashley Solomon

In Attendance

Clerk to the Council

Mr Kevin Porter (Secretary)

Additional Standing Orders

- Vacancies for independent members of the Council are publicised.
- Staff and students are invited to submit names to the Clerk to the Council for consideration by the Nominations Committee.
- Members of the Council are invited to submit names to the Chairman for consideration by the Nominations Committee.

Audit Committee

Terms of Reference

1. To advise the Council on the appointment of the external auditors, the audit fee, the provision of any non-audit services by the external auditors and any questions of resignation or dismissal of the external auditors.
2. To discuss if necessary with the external auditors, before the audit begins, the nature and scope of the audit.
3. To discuss with the external auditors problems and reservations arising from the interim and final audits, including a review of the management letter incorporating management responses, and any other matters the external auditors may wish to discuss (in the absence of management where necessary).
4. To consider and advise the Council on the appointment and terms of engagement of the internal audit service (and the head of internal audit, if applicable), the audit fee, the provision of any non-audit services by the internal auditors and any questions of resignation or dismissal of the internal auditors.
5. To review the internal auditors' audit risk assessment and strategy; to consider major findings of internal audit investigations and management's response; and to promote co-ordination between the internal and external auditors. The Committee will ensure that the resources made available for internal audit are sufficient to meet the institution's needs (or make a recommendation to the Council as appropriate).
6. To keep under review the effectiveness of the risk management, control, data quality and governance arrangements, and in particular to review the external auditors' management letter, the internal auditors' annual report, and management responses.
7. To monitor the implementation of agreed audit-based recommendations, from whatever source.
8. To ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the HEFCE accounting officer, have been informed.
9. To oversee the institution's policy on fraud and irregularity, including being notified of any action taken or proposed under that policy.
10. To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
11. To monitor the College's compliance with funding Council requirements.
12. To receive any relevant reports from the National Audit Office, HEFCE and other organisations.
13. To monitor annually the performance and effectiveness of external and internal auditors, including any matters affecting their objectivity, and to make recommendations to the Council concerning their reappointment, where appropriate.
14. To consider elements of the annual financial statements in the presence of the external auditors, including the auditors' formal opinion, the statement of members' responsibilities and the statement of internal control, in accordance with HEFCE's Accounts Directions.
15. In the event of the merger or dissolution of the institution, to ensure that the necessary actions are completed, including arranging for a final set of financial statements to be completed and signed.

Membership

Three Independent members of Council appointed by the Council, who are not members of the Finance & General Purposes Committee or employees of the College

Independent members of Council

Mr Andrew Ratcliffe (Chairman)

The Hon Richard Lyttelton

Mr Andrew Haigh

Coopted members

Mr John Heywood

In Attendance

Assistant Clerk to the Council	Mr Nic Seager (Secretary)
Clerk to the Council	Mr Kevin Porter
Director of Finance & Estates	Mr Marcus McDonald
Director (in attendance at the request of the Committee)	Professor Colin Lawson
Representatives of the internal auditors and of the external auditors	

Reporting Procedures

- The minutes of meetings of the Committee will be circulated to all members of the Council.
- The Committee will prepare an annual report covering the institution's financial year and any significant issues up to the date of preparing the report. The report will be addressed to the Council and the Director, summarising the activity for the year. It will give the Committee's opinion on the adequacy and effectiveness of the institution's arrangements for the following: risk management, control and governance (the risk management element includes the accuracy of the statement of internal control included with the annual statement of accounts); economy, efficiency and effectiveness (value for money) and data quality. This opinion should be based on the information presented to the Committee. The Audit Committee annual report should normally be submitted to the Council before the members' responsibility statement in the annual financial statements is signed.

Authority

- The Committee is authorised by the Council to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the Committee.
- The Committee is authorised by the Council to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the Director and/or the Chairman of Council. However, it may not incur direct expenditure in this respect in excess of £1000 per annum, without the prior approval of the Finance & General Purposes Committee.
- The Audit Committee will review the audit aspects of the draft annual financial statements. These aspects will include the external audit opinion, the statement of members' responsibilities, the statement of internal control and any relevant issue raised in the external auditors' management letter. The Committee should, where appropriate, confirm with the internal and external auditors that the effectiveness of the internal control system has been reviewed, and comment on this in its annual report to the Council.

Additional Standing Orders

- A quorum shall be at least two members.
- At least one member should have recent and relevant experience in finance, accounting or auditing. The Committee will co-opt members with particular expertise.
- No member of the Committee may also be a member of the Finance & General Purposes Committee.
- At least once a year the Committee should meet with the external and internal auditors without any officers present.
- Meetings shall normally be held at least three times each financial year. The external auditors or head of internal audit may request a meeting if they consider it necessary.

Development Steering Committee

Volunteer leadership of the More Music campaign is vested in the Chairman of the More Music campaign and his fellow Development Steering Committee members. The Development Steering Committee gives advice aimed at forging partnerships between the Royal College of Music (RCM) and top individuals and organisations which will enable the College to achieve its vision. The committee will monitor progress against the campaign plan. The committee will both individually and collectively take responsibility for raising at least £30 million, which is the key to a successful campaign. The committee must be comprised of leaders of considerable personal capacity and influence. They will command the respect of the community because of their business and, or professional achievements. They will have the ability to attract capable volunteers to serve the More Music campaign. They will enjoy a network of like-minded individuals and will have the capacity and commitment necessary to successfully influence gifts at the highest levels for the More Music campaign.

Terms of Reference

1. To monitor and review the development programme and campaign plan to ensure a brisk pace is maintained to ensure campaign success
2. To review and approve the criteria for differing levels of RCM membership (benefits, eligibility criteria)
3. To seek to broaden and diversify the donor base of the RCM through the identification of prospective donors, both individual and corporate through traditional and non-traditional RCM sources
4. To review, cultivate and agree approaches to solicit prospects for gifts. Individual committee members will be asked to take responsibility for a number of prospects with whom they have influence
5. Individual members will act as external champions of the campaign vision, including by:
 - maintaining regular communication with the Director of Development & Alumni Engagement and others,
 - acknowledging their personal support/gift for the Royal College of Music as part of the fundraising process,
 - actively fundraising and maximising fundraising solicitations by personally attending meetings and making phone calls to prospective volunteers, donors or sponsors,
 - cultivating and soliciting top-level gifts where it is determined that the committee member has influence,
 - hosting in the process of cultivating and thanking RCM supporters at RCM related events
 - assisting in opening a door, accompanying Director or Development staff or making a call themselves, as appropriate.

The committee will meet once every two months to review progress on an assignment-by-assignment basis.

Membership

Chairman of the Campaign
Chairman
Director
Other members of Council

Mr Robert Wigley
Professor Lord Winston
Professor Colin Lawson
Lord Black of Brentwood
Mr Peter Dart
Mr John Nickson
Lady Robey
Ms Alethea Siow
Ms Lily Harriss
Professor Vanessa Latache
Mr Mark Messenger
Professor Ashley Solomon
Mr James Huang
Mr Geoff Richards
Miss Midori Nishiua

Director of Development and Alumni Engagement
Members of staff

International Ambassador

Coopted members

Ms Karina Choudhrie
Mr Henrik Ehrnford
Mr Simon Freakley
Ms Heather de Haes
Mr Mark Wilkinson

In Attendance

Head of Alumni and Donor Engagement (Secretary)
Directorate members as required

Ms Helen Standing

Academic Committee Responsibilities

Senate

- Approval of academic regulations for recommendation to Council
- Approval of revisions to quality assurance procedures
- Approval of external examiner appointments
- Approval of initial programme approval and review events
- Approval of annual monitoring reports
- Approval of reviews of performance standards
- Overview of professional development
- Approval of revisions to DMus regulations

Senate Executive Committee

- Approval of offer of places to applicants
- Approval of cross-College academic procedures, such as guidelines for examinations
- Approval of cross-College levels of 1:1 teaching provision, within resource parameters determined by Directorate
- Approval of arrangements and calendar for assessments
- Approval of principal study and other individual study syllabuses

Faculty Committees

- Approval of interpretation of programme syllabus requirements, according to specific faculty circumstances

Programmes Forum

- Approval of minor modifications, including to regulations

Research Degrees Committee

- Approval of minor modifications to the doctoral programmes
- Approval of doctoral student supervision, registration and progression matters
- Approval of assessment and award decisions about doctoral students, on behalf of the Senate

Boards of Examiners

- Approval of assessment and award decisions about students, on behalf of the Senate

Senate

Decision Making Responsibilities

- Approval of academic regulations for recommendation to Council
- Approval and review of quality assurance procedures
- Approval of admissions policy
- Approval and removal of external examiner appointments
- Approval of initial programme approval and review events
- Approval of annual programme monitoring reports
- Approval of faculty reviews
- Overview of professional development
- Approval of revisions to doctoral regulations
- Approval and review of strategies relating to learning and teaching, artistic policy, research and quality enhancement
- Approval of Strategic Plan and annual strategic planning documents for recommendation to Council
- Approval of academic collaborative provision and partnerships
- Revoking academic qualifications and other distinctions
- Consideration of recommendations for honorary awards to Council

Terms of Reference

The Senate shall have the following functions:

1. To contribute to the development and review of the College's strategic plan and its associated sub-strategies and to take the lead in the development and review of the College's academic strategic plans
2. To lead, approve and have oversight of academic policy and procedure and to approve and keep under review general student and academic regulations. The latter will include oversight of the operation of student complaints, appeals, discipline and cheating and plagiarism procedures
3. To approve and have oversight of the College's research strategy
4. To approve admissions, access and widening participation strategies and policies and to receive reports on their operation and outcomes
5. To be the lead body for academic quality assurance, standards and quality enhancement, including:
 - Approval and review of quality assurance procedures
 - Approval and removal of external examiner appointments
 - Approval of initial programme approval and review events
 - Approval of annual programme monitoring reports
 - Approval of faculty reviews
 - Overview of professional development
 - Approval and review of teaching and learning strategy
 - Approval and review of quality enhancement strategy
 - Approval and review of artistic strategy
 - Approval of academic collaborative provision and partnerships

6. To lead the College's preparation for QAA (and its successors) and other external academic institutional audit and related exercises and to have oversight of the College's compliance with national and appropriate international academic codes of practice, frameworks, infrastructure, and guidance
7. To establish arrangements, including through other delegated committees and boards, to award, confer and revoke degrees, diplomas, certificates, and other distinctions in its own name and/or jointly with other higher education institutions which have the power to award such qualifications and to revoke such academic awards
8. To establish procedures for the award and revocation of personal chairs and readerships
9. To advise the Council's Nominations Committee on external nominations for honorary awards
10. To periodically review its own effectiveness and that of its committees
11. To undertake such other matters as Council may from time to time refer

Membership

Director	Colin Lawson (Chair)
Deputy Director	Kevin Porter
Artistic Director	Stephen Johns
Director of Research	Richard Wistreich
Head of Undergraduate Programmes	Christina Guillaumier
Head of Postgraduate Programmes	Natasha Loges
Head of Keyboard	Vanessa Latache
Head of Strings	Mark Messenger
Head of Woodwind	Simon Channing
Head of Brass	Nigel Black
Head of Percussion	David Hockings
Head of Vocal Studies	Nick Sears
Head of Composition	William Mival
Head of Historical Performance	Ashley Solomon
Librarian	Peter Linnitt
Museum Curator	Gabriele Rossi Rognoni
Head of the Junior Programmes	Miranda Francis
Head of Centre for Performance Science	Aaron Williamon
Student Services Manager	Lynnette Easterbrook
President of the Students' Union	Alex Fryer
Up to five professors elected by the professors	David Graham (elected to August 2019)
	Ian Jones (re-elected to August 2017)
	Janis Kelly (elected to August 2017)
	Gary Ryan (elected to July 2018)
	Wiebke Thormählen (elected to August 2017)
Academic Registrar	Elly Taylor (Secretary)

Senate Executive Committee

Reporting to Senate

Decision Making Responsibilities

- Offer of places to applicants
- Approval of operational admissions procedures, within the overall admissions policy set by the senate
- Offer of scholarships and other financial awards
- Approval of cross-college academic procedures, such as guidelines for examinations
- Approval of cross-college levels of 1:1 teaching provision, within resource parameters determined by directorate
- Approval of arrangements and calendar for assessments
- Review of lists of external specialist examiners
- Approval of the overall college timetable and zones of activity

Terms of Reference

On behalf of the Senate:

Strategic Responsibilities

1. To monitor and be informed about the external funding, legal & regulatory, conservatoire and wider higher education environment and to consider the implications for the College
2. To oversee all aspects of the artistic and educational provision and delivery at the College, including patterns of teaching, performance and creative work
3. To provide a forum for the discussion of artistic and educational initiatives and their impact upon programmes and faculties
4. To monitor and review all aspects of the College's programmes of study, from admissions through delivery to assessment, identifying where appropriate the individual, committee or other group most appropriate to take forward any necessary action

Operational Responsibilities

1. To annually approve lists of external specialist examiners for each faculty
2. To receive regular reports from faculty committees and heads of faculty on faculty issues and to coordinate and evaluate proposals arising from faculties
3. To plan forward student number targets, for approval by the Directorate
4. To approve admissions procedures, within the overall admissions policy set by the Senate
5. To offer places to applicants for admission to the taught programmes of the College, using reports by audition and interviewing panels and entrance examination results, in the light of student number targets and in accordance with the Admissions Policy
6. To allocate scholarships and other financial awards to students and applicants
7. To review the criteria on which scholarships are made

Membership

Director
Deputy Director

Artistic Director
Director of Research

Colin Lawson (Chair)
Kevin Porter (Deputy Chair and Chair of admissions and scholarships meetings)
Stephen Johns
Richard Wistreich

Director of Communications
Head of Undergraduate Programmes
Head of Postgraduate Programmes
Head of Keyboard
Head of Strings
Head of Woodwind
Head of Brass
Head of Vocal Studies
Head of Composition
Head of Percussion
Head of Historical Performance
Director of Opera
Head of Junior Programmes

Talia Hull
Christina Guillaumier
Natasha Loges
Vanessa Latache
Mark Messenger
Simon Channing
Nigel Black
Nick Sears
William Mival
David Hockings
Ashley Solomon
Michael Rosewell
Miranda Francis

In Attendance

Assistant to the Deputy Director and Director of Research
Academic Registrar
Performance, Programming & Faculty Manager

Alice Bennett (Secretary)
Elly Taylor
Florence Ambrose

In Attendance for Individual Items

Director of Finance & Estates
Director of Development

Marcus McDonald
Lily Harriss

Artistic Planning Committee

Reporting to Senate Executive Committee

Decision making responsibilities:

- Approval of forward performance plans
- Approval of the overall pattern of performance activity, within the artistic strategy approved by senate

Terms of Reference

1. To devise and coordinate artistic activity, approve forward performance plans and the overall pattern of performances, within the artistic strategy approved by Senate
2. To identify scope for links with external organisations
3. To plan and arrange for the implementation of the programmes for visiting musicians and resident and visiting ensembles
4. To coordinate and establish policy for masterclasses, competitions and prizes
5. To keep under review resources involved in delivering the College's artistic programme and sources of funding

Membership

Artistic Director	Stephen Johns (Chair)
Director	Colin Lawson
Head of Keyboard	Vanessa Latache
Head of Strings	Mark Messenger
Head of Woodwind	Simon Channing
Head of Brass	Nigel Black
Head of Vocal Studies	Nick Sears
Head of Composition	William Mival
Head of Percussion	David Hockings
Director of Opera	Michael Rosewell
Head of Historical Performance	Ashley Solomon

In Attendance

Assistant to the Artistic Director	Lizzie Sambrook (secretary)
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In Attendance as Appropriate/Necessary for Particular Items:

Director of Research	Richard Wistreich
Performance, Programming & Faculty Manager	Florence Ambrose
Orchestra Manager	Phil Sizer
Manager of the Opera School and Vocal Faculty	Ann Somerville
Chamber Music Manager	Sophie Rashbrook
Head of Undergraduate Programmes	Christina Guillaumier
Head of Postgraduate Programmes	Natasha Loges
Members of Performance and Programming	
Faculties Officers	

Faculty Committees

Decision making responsibilities:

- Approval of programme of masterclasses and workshops
- Approval of specific faculty requirements relating to syllabuses

Terms of Reference

On behalf of the Senate Executive Committee and in accordance with the College's regulations:

1. To consider general faculty issues and concerns. Where further action is required outside the meeting these may be referred at the Chair's discretion to the Programmes Committee or the Senate Executive Committee.
2. To review annually principal study and other individual study syllabuses taught by the faculty.
3. To consider proposals for masterclasses and to have oversight of any prize competitions for which the faculty has responsibility.
4. To promote student and staff exchanges and visits in Europe and elsewhere.
5. To collect information about former students.

Membership

Head of Faculty (Chair)

Professors teaching within the Faculty

Artistic Director

Director of Research **or** a Head of Programmes **or** the Assistant Head of Programmes

Students' Union Faculties Officer and one person from each faculty as appropriate, nominated by the Faculties Officer

In Attendance

(Secretary)

Staff with specialist cross-college responsibilities (eg Librarian) may be invited to attend meetings.

Undergraduate Programmes Committee

Reporting to Senate and feeding into Senate Executive Committee as appropriate

Decision Making Responsibilities

- Approval of generic principal study and other individual study syllabuses for undergraduate programmes
- Approval of minor modifications

Terms of Reference

On behalf of the Senate and in accordance with the College's regulations:

1. To discuss arrangements for the teaching, supervision and assessment of undergraduate students
2. To approve minor modifications to the undergraduate programmes, including to regulations
3. To receive and respond to reports and action points from annual monitoring processes and from associated working groups
4. To discuss and develop initial ideas for new programmes, the review of programmes and major amendments to programmes for consideration by Senate
5. To undertake such other tasks as the Senate may from time to time request

Membership

Head of Undergraduate Programmes (Chair)	Christina Guillaumier
Assistant Head of Undergraduate Programmes	Anastasia Belina-Johnson
Head of Postgraduate Programmes	Natasha Loges
Heads of Faculties	
Librarian	Peter Linnitt
Programme Leader NAFA	William Mival
SU Vic-President	Emily Harding
Societies Officer	Therasa Yu
Area Leader in History	Wiebke Thormahlen
Area Leader in Music Education	Jennie Henley
Area Leader in Aural Studies	Miranda Francis
Area Leader in Stylistic Studies	David Graham
Programme Leader Boston / Princeton Exchange	Wiebke Thormahlen

In Attendance

Director of Research	Richard Wistreich
Registry Administrator (Undergraduate)	Helen Cooney (Secretary)
Other members of staff, as required	

Taught Postgraduate Programmes Committee

Reporting to Senate and feeding into Senate Executive Committee as appropriate

Decision Making Responsibilities

- Approval of generic principal study and other individual study syllabuses for postgraduate programmes
- Approval of minor modifications

Terms of Reference

On behalf of the Senate and in accordance with the College's regulations:

1. To discuss arrangements for the teaching, supervision and assessment of taught postgraduate students
2. To approve minor modifications to the taught postgraduate programmes, including to regulations.
3. To receive and respond to reports and action points from annual monitoring processes and from associated working groups
4. To discuss and develop initial ideas for new programmes, the review or initial approval of programmes and major amendments to programmes for consideration by Senate
5. To undertake such other tasks as the Senate may from time to time request

Membership

Head of Postgraduate Programmes (Chair)

MSc Programme Leader

Heads of Faculties

Head of Undergraduate Programmes

Research Fellow in Performance Practice

Area Leader in Taught Postgraduate Composition

Area Leader in Music Education

Area Leader in Composition for Screen

SU Postgraduate Officer

Librarian

Natasha Loges

Rosie Perkins

Christina Guillaumier

Ingrid Pearson

Jonathan Cole

Jennie Henley

Vasco Hexel

Arianne Rooney

Peter Linnitt

In Attendance

Director of Research

Registry Administrator (Postgraduate)

Other members of staff, as required

Richard Wistreich

Marijn Abbink (Secretary)

BSc (Hons) Physics and Music Performance Joint Management Committee

Terms of Reference (Derived from Paragraph 4 of the Programme Agreement)

The Joint Management Committee will oversee all academic, administrative and operational matters relating to the JDP and will meet at least annually. Joint Management Committee will consider, at least on an annual basis, will include, but are not restricted to, the following:

1. details of JDP Students and their progress;
2. the Scheme for the Award of Honours and marking schemes for each module of the JDP
3. an updated list of academic staff at both institutions with significant teaching responsibility for JDP Students
4. general issues relating to the management of the JDP and the Agreement;
5. JDP Student welfare and overall experience. This would normally include consideration of the results of student surveys and other forms of student feedback;
6. results of any review of the JDP, undertaken by either Party, and if applicable, follow-up actions to be taken as a result;
7. items of good practice that should be highlighted to the Parties' quality assurance committees;
8. consideration of the reports of any site visits that have taken place since the last meeting;
9. review of JDP programme documentation and annual updates;
10. review of any marketing material used to advertise the programme along with any other overarching programme material to ensure it remains current;
11. the amount to be paid by Imperial to the RCM under clause 11 of this Agreement.

Meetings of the Joint Management Committee will be coordinated by Imperial

Membership

The Chairmanship of the Joint Management Committee will rotate annually between the Parties. In the case of Imperial, the Chairman will be the Director of Undergraduate Studies for Physics (currently Professor A MacKinnon) and for RCM the Chairman will be the Deputy Director, RCM (currently Kevin Porter).

Members for Imperial

Pro Rector (Education and Academic Affairs) (Chairman of the Science Studies Committee as alternative)
Director of Undergraduate Studies for Physics (the Academic Lead)
Department of Physics Senior Tutor
Department of Physics Examinations Officer
Department of Physics Admissions Tutor
Director of Music

Members for RCM

Academic Registrar	Elly Taylor
Assistant Head of Undergraduate Programmes (the Academic Contact)	Anastasia Belina-Johnson
International and Admissions Manager	Nicola Peacock

RCM/NAFA BMus Programme Management Committee

Decision making responsibilities:

- Approval of minor modifications, other than to regulations
- Approval of teaching, supervision and assessment arrangements
- Approval annually of external specialist examiners for each principal study for recital examinations

Terms of Reference

On behalf of the RCM Senate and the NAFA Academic Board and in accordance with the RCM and NAFA's regulations:

1. To approve and oversee arrangements for the teaching, supervision and assessment of students, ensuring the quality of the student experience within the joint programme.
2. To monitor timetabling and scheduling of student activities.
3. To implement curriculum development on a continuing basis.
4. To consider periodic progress review reports and to oversee responses to conditions of approval and recommendations they may contain.
5. To consider annual monitoring reports of the programmes, including student feedback and external examiner reports and programme related statistics of student recruitment and progress, for approval by the RCM Programmes Committee and consideration by the RCM Programmes Committee and the RCM Artistic & Academic Management Group.
6. To consider the learning resources requirements of the programme.
7. To approve minor modifications to the programme (other than to regulations, which will be subject to approval by the RCM Programmes Committee).
8. To ensure that mechanisms are in place to collect structured feedback from students on the programme.
9. To ensure arrangements are in place to undertake peer observation of teaching sessions and to receive reports on these sessions.
10. To annually approve external specialist examiners for each principal study for recital examinations.
11. To undertake such other tasks as the RCM Senate or NAFA Academic Board may from time to time request.

Membership

RCM

Deputy Director	Kevin Porter (Chair)
Head of Undergraduate Programmes	Christina Guillaumier
RCM Programme Coordinator	William Mival
Academic Registrar	Elly Taylor (secretary)

NAFA

Dean (Office of Academic Affairs)	Ms Ho Hui May
Dean, School of Music	Mr Lim Yau
Vice Dean, School of Music (Administration)	Dr Eleanor Tan

Operation

The Committee will meet at least annually, normally by videoconference.

OTHER COMMITTEES

Collections Committee

Decision Making Responsibilities:

- Advises Senate and Council
- Makes recommendations for capital equipment bids

Terms of Reference

On behalf of the Senate, to oversee the strategic development, management, care, use and resourcing of the Collections on the basis of the College's Strategic Plan and curatorial and educational needs.

1. To discuss and agree curatorial and educational policies, aims and objectives recommended by the Librarian and the Curator, as set out in the Strategic Plan, and of internationally approved standards in care, collection management and cataloguing, and to review progress.
2. To give support and encouragement to the staff responsible for the collections.
3. To advise the Directorate on Collection-related aspects of the *More Music: Re-imagining the RCM* developments.
4. To encourage integrated cross-collection approaches and collaboration in matters such as emergency procedures, acquisition and disposals policies, documentation, display, and conservation where appropriate.
5. To discuss possible means of collaboration between the Collections, Programmes, and Faculties
6. To discuss and monitor implementation of strategies to ensure appropriate access for students, musicians and scholars from within and outside of RCM, and members of the public.
7. To identify opportunities for raising resources to support the work of the collections and to discuss capital equipment priorities for recommendation to Directorate.
8. To receive reports from the Librarian and the Curator together with lists of significant accessions and publications.
9. To ensure that the Senate and RCM Council receive regular reports on the collections, including basic statistical data in formats as requested.

Membership

Director
Deputy Director
Director of Research
Curator
Librarian
Deputy Librarian
Head of Postgraduate Programmes
Research Fellow in Performance Practice
Head of Historical Performance
Performance & Programming Administrator
Student representatives

Colin Lawson (Chair)
Kevin Porter
Richard Wistreich
Gabriele Rossi Rognoni
Peter Linnitt
Peter Horton
Natasha Loges
Ingrid Pearson
Ashley Solomon
Katherine Hainsworth
Vacancy, vacancy

An elected member of RCM Council

Vacancy

Three external advisors, of whom two will be curators, at least one of whom will be an active researcher, working within HE:

Head of Research and Public History, Science Museum
Curator of Dance, V&A
Open University

Tim Boon
Jane Pritchard
David Rowland

Museum Learning and Engagement Officer

Lydia Cracknell (Secretary)

Collections Committee will meet once a year in the summer and will be supported by a Collections Management Committee, which will meet termly:

Collections Management Committee

Deputy Director
Director of Research
Curator
Librarian

Kevin Porter (Chair)
Richard Wistreich
Gabriele Rossi Rognoni
Peter Linnitt

Others will be invited as needed for specific items

Welfare & Diversity Committee

Decision making responsibilities:

- Advisory committee

Terms of Reference

On behalf of the Senate and in accordance with the College's Regulations:

Equal Opportunities

1. To keep under review and make recommendations to the Directorate for changes to the College's equal opportunities policies, strategies and action plans as they relate to both student and staff matters.
2. To monitor the effectiveness of equal opportunities policies and strategies through the consideration of statistics and surveys.
3. To support the implementation of equal opportunities action plans.
4. To consider regular reports on national developments in equal opportunities, including but not limited to changes in legislation, regulations and guidance.

Widening Participation

5. To monitor and evaluate the delivery of the College's widening participation strategy and its associated initiatives and projects.

Student Welfare

6. To consider annual reports on the provision of counselling and welfare and accommodation services to students.
7. To monitor the provision of services for disabled students.
8. To monitor the provision of services for international students.

Membership

Deputy Director	Kevin Porter (Chair)
Student Services Manager	Lynnette Easterbrook (Secretary)
Head of Undergraduate Programmes	Christina Guillaumier
One representatives of UNISON	Jim Morley
Head of HR	Hazel Pudney
Counsellor	Toireasa McCann
Head of Learning & Participation	Hayley Clements
Head of Junior Programmes	Miranda Francis
International & Admissions Manager	Nicola Peacock
Research Associate	Liliana Araujo
Representative of the Imperial College Health Centre	Chris Allen
Prince Consort Village Operations Manager	Cara Gallacher
SU President	Alex Fryer
SU Vice-President	Emily Harding
SU International Officer	Eduardo Andrade
SU Officer for Prince Consort Village	Arianne Rooney

Research Committee

Decision making responsibilities:

- Advisory committee

Terms of Reference

On behalf of the Senate and in the light of national and international developments in music research and national policies for research funding:

1. To maintain oversight and advise on the development of the College's research strategy.
2. To maintain oversight and advise on the development of the College's knowledge exchange strategy.
3. To allocate internal research funding.
4. To advise on the preparation of external research reports and external applications for research funding.
5. To review the outcomes of research funded both externally and by the College.
6. To receive reports from CPS and Collections.

Membership

Director of Research	Richard Wistreich (Chair)
Director	Colin Lawson
Head of Postgraduate Programmes	Natasha Loges
Head of Composition	William Mival
Head of Centre for Performance Science	Aaron Williamon
Curator of the Museum of Music	Gabriele Rossi Rognoni
Librarian	Peter Linnitt
Deputy Librarian	Peter Horton
Research & Knowledge Exchange Manager	Emma Hewett
Head of Historical Performance	Ashley Solomon
Doctoral student representatives	Katharine Liley (CPS)
	Yang Liu (Composition)
	Isobel Clarke (Musicology)

4 members of research active teaching staff (2 year terms)

Research Fellow in Performance Practice	Ingrid Pearson
Research Fellow	Tania Lisboa
Area Leader in History	Wiebke Thormählen
Research Professor	Richard Langham Smith

In Attendance

Assistant to the Director of Research Alice Bennett (Secretary)

Other members of staff involved in research will be invited to join the Committee to discuss particular projects.

Centre for Performance Science Strategy Board

The Centre for Performance Science (CPS) Strategy Board comprises senior staff and key researchers from the Royal College of Music and Imperial College London, as well as external leaders in research, practice, and policy from the field. The Board oversees the strategic direction of the CPS and monitors its performance. The Board meets twice per year, normally alternating between the RCM and Imperial.

Reporting To

Senate, Royal College of Music

Provost's Board, Imperial College London

Terms of Reference

1. To discuss and agree the strategic aims and objectives of the CPS and to review progress.
2. To facilitate collaboration between the RCM and Imperial, within and between the institutions' programmes, faculties and other research groupings.
3. To facilitate collaboration with external partners, in line with research and educational objectives.
4. To oversee the development and maintenance of CPS resources, including infrastructure and staffing, in line with research and educational objectives.
5. To review and ensure the financial sustainability of the work of the Centre for Performance Science.
6. To ensure that reports on CPS work are received by the RCM Senate and Imperial Provost's Board, in formats as requested.

Membership

Director, Royal College of Music
Provost, Imperial College
Head of CPS, RCM
Head of CPS, Imperial
Imperial (Engineering)
Imperial (Business)
Imperial (Medicine)
Imperial (Natural Sciences)
Head of Percussion, RCM
Director of Research, RCM

Professor Colin Lawson (chair, alternating)
James Stirling (chair, alternating)
Aaron Williamon
Roger Kneebone
Anil Bharath
Benita Cox
Alison McGregor
Roberto Trotta
David Hockings
Richard Wistreich

External Members

Tim Boon, Science Museum
Daniel Glaser, KCL Science Gallery

Secretary

Maria Barletta

Research Degrees Committee

Decision making responsibilities:

- Approval of minor modifications to the doctoral programme
- Approval of the admission of successful applicants to the doctoral programme
- Approval of doctoral students', registration, supervision and progression matters
- Approval of assessment and award decisions about doctoral students, on behalf of the Senate

Terms of Reference

On behalf of the Senate and in the light of national and international developments in music research and national policies for research funding:

1. To approve minor modifications to the doctoral programme.
2. To make recommendations to the Senate on revisions to the doctoral regulations.
3. To approve and oversee changes to the supervision of individual doctoral students, any extensions to their period of registration or suspension of registration. To monitor the progress of individual doctoral students and to ensure that they are receiving appropriate support and facilities in pursuing their research.
4. To consider the recommendations of examiners concerning doctoral students' performance, to resolve any disagreement between examiners and to award the DMus or PhD.

Membership

Head of Postgraduate Programmes
Director of Research
Head of Centre for Performance Science
Research Fellow in Performance Science
Head of Composition
Research Fellow in Performance Practice
Representatives of the Doctoral supervisors

Natasha Loges (Chair)
Richard Wistreich
Aaron Williamon
Rosie Perkins
William Mival
Ingrid Pearson
Jonathan Cole
Wiebke Thormählen
TBC

Doctoral students

In Attendance

Registry Information & Systems Manager

Nic Seager (Secretary)

BOARDS OF EXAMINERS

Undergraduate Board of Examiners

Decision making responsibilities:

- Approval of assessment and award decisions about students, on behalf of the Senate

Terms of Reference

1. On behalf of the Senate and in accordance with the College's Regulations.
2. To consider all students on the course and, by the exercise of its academic judgement, determine results consistent with the students' achievement in accordance with the scheme of assessment and these regulations. In particular, the Board will make decisions about the progression, assessment, reassessment, compensation, moderation and final awards.
3. Where marks are made available to student in advance of the meeting of the Board of Examiners, for example, following the Spring examination period, they remain provisional until determined by the Board, and may be subject to moderation.
4. To ensure the consistency, comparability and appropriateness of the marking and assessment procedures within the programme, all marks may be subject to moderation by the Board of Examiners. Where the Board deems that moderation is necessary, it shall normally moderate the marks for all students awarded by a particular examination panel or marker and will not moderate a particular student's mark in isolation.
5. To make recommendations to Imperial College about the achievement of students in Royal College of Music units which contribute to the BSc(Hons) in Physics with Studies in Musical Performance.
6. To make decisions about the assessment, reassessment, compensation and final results of Experience Programme students who complete individual BMus(Hons) units.

Membership

Director of Research
Head of Undergraduate Programmes
Assistant Head of Undergraduate Programmes
Head of Keyboard
Head of Strings
Head of Woodwind
Head of Brass
Head of Percussion
Head of Vocal Studies
Head of Composition
Head of Historical Performance
Area Leaders

Richard Wistreich (Chair)
Christina Guillaumier
Anastasia Belina-Johnson
Vanessa Latache
Mark Messenger
Simon Channing
Nigel Black
David Hockings
Nick Sears
William Mival
Ashley Solomon
David Graham, Miranda Francis, Wiebke Thormahlen, Jennie Henley

External examiners approved by the Senate

In Attendance

Registry Administrator (Undergraduate)

Helen Cooney (Secretary)

The Registry Manager will advise on the interpretation of regulations and guidelines

Sub-board of Examiners

The Board of Examiners has a Sub-Board that prepares and makes recommendations to the Board on student achievement in all units. The membership of the Sub-Board of Examiners comprises:

- Director of Research (Chair)
- Head of Undergraduate Programmes
- Area Leaders
- BMus Personal Advisers: Anastasia Belina-Johnson, Carola Darwin, David Graham, Christina Guillaumier, Jennie Henley, Pande Shahov, Wiebke Thormählen, Ingrid Pearson

Masters Board of Examiners

Decision making responsibilities:

- Approval of assessment and award decisions about students, on behalf of the Senate

Terms of Reference

On behalf of the Senate and in accordance with the College's Regulations:

1. To consider all students on the programme and, by the exercise of its academic judgement, determine results consistent with students' achievement in accordance with the scheme of assessment and regulations for the programme. In particular, to make decisions about the progression, assessment, reassessment, compensation and final awards for students.
2. Where applicable, to consider students' proposed topics and programmes for the assessment of units of the programme.

Membership

Director of Research	Richard Wistreich (Chair)
Head of Postgraduate Programmes	Natasha Loges
Head of Keyboard	Vanessa Latache
Head of Strings	Mark Messenger
Head of Woodwind	Simon Channing
Head of Brass	Nigel Black
Head of Percussion	David Hockings
Head of Vocal Studies	Nick Sears
Head of Composition	William Mival
Head of Historical Performance	Ashley Solomon
MSc Programme Leader	Rosie Perkins

External examiner(s) appointed by the Senate (to attend meetings where final awards are ratified and to receive all papers of the Board)

In Attendance

Registry Administrator (Postgraduate)	Marijn Abbink (Secretary)
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The Academic Registrar will advise on the interpretation of regulations and guidelines

Sub-board of Examiners

The Board of Examiners has a Sub-Board that prepares and makes recommendations to the Board on student achievement in all units. The membership of the Sub-Board of Examiners comprises:

Director of Research	Richard Wistreich (Chair)
Head of Postgraduate Programmes	Natasha Loges
Head of Composition	William Mival
Head of Vocal Studies	Nick Sears

Board of Examiners Mitigating Circumstances Committee

Decision making responsibilities:

- Approval of fees for deferred assessments

Terms of Reference

On behalf of the Board of Examiners and in accordance with the College's Regulations:

1. To make recommendations to the Board of Examiners on whether any mitigating circumstances submitted by students in writing or through the Counsellor are valid and whether they should affect the marks for particular units or individual elements of assessment, including whether capped marks should be lifted.
2. To decide fees for individual deferred assessments.

Membership

Head of Undergraduate Programmes

Head of Postgraduate Programmes

Christina Guillaumier (Chair)

Natasha Loges

In Attendance

Registry Administrator (Programmes)

Marijn Abbink or Helen Cooney (Secretary)

BSc (Hons) Physics and Music Performance Joint Board of Examiners

Terms of Reference (Derived from Paragraph 4 of the Programme Agreement)

1. The RCM Registry contact will provide the Imperial Physics Examinations and Information Officer with provisional results for those modules of the JDP for which RCM is responsible as soon as possible after the results of any assessment have taken place (this would normally be within one (1) month). The provisional results will be confirmed after the meeting of the RCM Undergraduate Board of Examiners. The provisional results of the modules for which Imperial is responsible will be confirmed at the final meeting of the Imperial Board of Examiners' Meeting.
2. Once both Parties have confirmed the results of their respective assessments, Imperial and RCM will hold a meeting of the Joint Board of Examiners in order to confirm the award of a joint degree.
3. The Joint Board of Examiners will be constituted following Imperial 'Guidelines for the Conduct of Boards of Examiners Meetings' as amended from time to time.

Membership

- A Board Chairman, appointed annually by the Imperial Science Studies Committee and the RCM, who will rotate annually between both Parties.
- Two external examiners appointed to the JDP: one external examiner for physics and one for music
- For Imperial, there will be at least one examiner from the Physics Board of Examiners
- For RCM, there will be at least one examiner from the Undergraduate Board of Examiners
- A representative from Imperial Registry.

RCM/NAFA BMus Board of Examiners and Admissions Committee

Decision making responsibilities:

- Approval of assessment and award decisions about students, on behalf of the RCM Senate

Terms of Reference

1. On behalf of the RCM Senate and in accordance with the RCM's Regulations: To consider all students on the programme and, by the exercise of its academic judgement, determine results consistent with the students' achievement in accordance with the scheme of assessment and regulations. In particular, the Board will make decisions about the progression, assessment, reassessment, compensation and final awards for all joint BMus(Hons) students.
2. To offer places to applicants

Membership

RCM

Deputy Director	Kevin Porter (Chair)
Head of Undergraduate Programmes	Christina Guillaumier
RCM Programme Coordinator	William Mival
RCM examiner present at NAFA for relevant session of examinations	
External examiner approved by the RCM Senate	

NAFA

Dean (Office of Academic Affairs)	Ho Hui May
Dean (School of Music)	Lim Yau
Vice Dean, School of Music (Academic)	Ernest Lim
Vice Dean, School of Music (Administration)	Eleanor Tan
NAFA Heads of Studies – Keyboard, Composition, Orchestral, Vocal, Chinese Instruments	

In Attendance

RCM Academic Registrar	Elly Taylor (secretary)
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Operation

The Committee will meet annually, normally by videoconference.

MANAGEMENT COMMITTEES

Directorate

Decision making responsibilities

- Approval of plans for the deployment of resources
- Approval of programme resource statements

Terms of Reference

To be responsible for the management of the College, in the context of the Strategic Plan and mission statement. This will encompass:

1. review and up-dating of the College's Strategic Plan and subsidiary strategies and the mission statement and the production of annual planning statements and reviews, for consideration by the Senate and the Finance & General Purposes Committee and for approval by Council, as appropriate
2. oversight of the implementation of the Strategic Plan, subsidiary strategies and annual planning statements
3. resource planning and management, including deployment of staff and physical resources, student number planning, and the consideration of programme resource statements
4. implementation of policies on risk management and internal control; identification and evaluation of the significant risks faced by the College for consideration by the Finance & General Purposes Committee; providing information to the Council and its committees on the status of risks and controls; undertaking an annual review of effectiveness of the system of internal control and providing a report to the Finance & General Purposes Committee
5. monitoring management accounts and financial forecasts; oversight of annual budgeting, including proposals for capital expenditure
6. oversight and review of plans for the estates strategy and estates management
7. oversight and review of health and safety policy and of its implementation
8. oversight and review of catering strategy
9. oversight of IT infrastructure and software policy and of its implementation
10. review of the internal audit strategy and of internal audit reports, monitoring implementation of recommendations from internal audits
11. monitoring targets for and promotion of equal opportunities and diversity
12. monitoring professional development plans and activity
13. oversight and review of internal and external communication policy
14. oversight and review of policies for development and fund raising
15. oversight of compliance with the College's legal commitments.

Membership

Director
Deputy Director
Director of Finance & Estates
Artistic Director
Director of Research
Director of Development
Director of Communications

Colin Lawson (Chair)
Kevin Porter (Deputy Chair)
Marcus McDonald
Stephen Johns
Richard Wistreich
Lily Harriss
Talia Hull

Directorate ICT Subcommittee

Reporting to Directorate

Decision Making Responsibilities

- Approve annual priorities for ICT projects
- Agree ICT capital bids, for recommendation to Directorate
- Prioritise ICT projects

Terms of Reference

At Annual Strategic Review Meeting, to be Held in Spring Term

1. To keep under review and ensure implementation of the ICT strategy
2. To approve annual priorities for ICT projects and plans towards delivery of the overall ICT strategy, within available staff resources
3. To agree ICT capital bids in the annual capital budgeting process, for recommendation to Directorate
4. To receive feedback and consider proposals from the IT User Group and other relevant groups within the College

At Twice Termly Review Meetings

1. To review progress with projects in the annual ICT project plan and to reorder priorities as necessary, within available staff resources
2. To establish project steering groups as necessary implement projects

Membership

Deputy Director	Kevin Porter (Chair)
Director of Research	Richard Wistreich
Artistic Director	Stephen Johns
Director of Communications	Talia Hull
Head of ICT Services	Mark Soole
Head of Studios	Matt Parkin
Marketing Manager	Katherine Smith

Membership Supplemented at Annual Strategic Review Meeting by

Head of Undergraduate Programmes	Christina Guillaumier
Academic Registrar	Elly Taylor
Others on an ad hoc basis	

Staff-Student Committee

Terms of Reference

To provide a forum for effective communication between students and staff to discuss and consult on all matters of interest to students, such as teaching, assessment, performance opportunities, College policies and facilities for students

Membership

Director	Colin Lawson (Chair)
Deputy Director	Kevin Porter
Director of Finance & Estates	Marcus McDonald
Artistic Director	Stephen Johns
Director of Research	Richard Wistreich
Director of Communications	Talia Hull
Head of Undergraduate Programmes	Christina Guillaumier
Student Services Manager	Lynette Easterbrook
Head of Estates	Debbie Mainprize
Academic Registrar	Elly Taylor
SU President and SU Committee	

If not already covered by the membership of the SU Committee, student representatives in the following areas: undergraduate, postgraduate, doctoral, each faculty, home and international students

In Attendance

Assistant to the Director	Sarah Mennell (Secretary)
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Professional Services Committee

Decision making responsibilities

- To advise and support Directorate on the development and enhancement of professional services

Terms of Reference

1. To support the Directorate in the development, enhancement and implementation of professional services.
2. To share information about related College-wide and departmental initiatives and to provide input into policy development.

Membership

Deputy Director	Kevin Porter (Chair)
Director of Finance & Estates	Marcus McDonald (Deputy Chair)
Director of Communications	Talia Hull
Assistant to the Director & Director of Development	Sarah Mennell
Head of Estates	Debbie Mainprize
Head of ICT Services	Mark Soole
Head of HR	Hazel Pudney
Head of Finance	Jas Rooprai
Academic Registrar	Elly Taylor
Performance, Programming & Faculty Manager	Florence Ambrose
Manager of the Opera School and Vocal Faculty	Ann Somerville
Head of Learning and Participation	Hayley Clements
Student Services Manager	Lynnette Easterbrook
Head of Junior Programmes	Miranda Francis
Head of Studios	Matt Parkin
Librarian	Peter Linnitt
Creative Careers Centre Manager	Diana Roberts

In Attendance

Assistant to the Deputy Director	Alice Bennett (Secretary)
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Health & Safety Committee

Decision Making Responsibilities

- To advise, as appropriate on Health & Safety matters

Terms of Reference

1. To advise on the appropriateness and adequacy of the College Health and Safety organisation, arrangements and safe systems of work.
2. To keep under review College performance in relation to health and safety at work and assist in the formulation of Health and Safety policies; to promote co-operation between College staff and students in instigating, developing and carrying out measures to ensure health and safety at work.

Membership

Head of Estates	Debbie Mainprize (Chair)
Director of Finance & Estates	Marcus McDonald
Catering Supervisor	Linas Krajasevicius
Commercial Services Retail and Support Manager, ICC	David Hughes
Student Services Manager	Lynnette Easterbrook
Head of Junior Programmes	Miranda Francis
Interim Safety, Health and Environment Manager	Mark Riordan
Two academic staff representatives	Aaron Williamon, Peter Buckoke
ICT Support Manager	Birju Patel
Theatre and Production Manager	Paul Tucker
Concert Manager	Jess Cresswell
Events Coordinator	Elena Holtham
SU Events Officer	Jake Bagby / Anna Webster
UNISON representative	Sarah Batchelor

In Attendance

Assistant to the Director of Finance & Estates	Ed Parks (Secretary)
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Additional Standing Orders

The primary reporting line of the Committee is to the Directorate, but minutes and reports, as appropriate, will also be provided for the Finance & General Purposes Committee of the Council, to enable the Finance & General Purposes Committee to monitor compliance and practice on behalf of Council.

Environmental Working Group

Terms of Reference

To develop and review the College's Environmental Policy to ensure compliance with environmental legislation and to set future objectives and targets. The group will guide the overall strategy on sustainability across the College and ensure that College actions are assessed against the Environmental Policy. An annual Environmental Action Plan will be developed by the group to identify environmental aspects and impacts to focus on, using monthly targets to prioritise aims and objectives.

1. To monitor the implementation of the Environmental policy and report annually to the Council.
2. To develop a Fairtrade Policy in conjunction with the Students' Union and to provide a platform for the Fairtrade Steering Group at each meeting as a subcommittee of the EMG to guide the application for Fairtrade Status on behalf of the College.
3. To provide effective communication on environmental issues affecting the College to all staff and students.
4. To identify the various environmental initiatives, awards and prizes on offer and decide which ones to join and use as benchmarks.
5. To assist the Safety, Health & Environment Manager with the implementation of new initiatives and effective energy management.
6. To engage with the higher education sector and local community to promote environmental best practice.

Membership

Director of Finance & Estates
Head of Estates
Safety, Health and Environment Manager
ICT Support Manager
Research Fellow in Performance Practice
Assistant to the Director of Finance & Estates
Head of Catering Operations, ICC
Box Office Supervisor
Registry Administrator (Programmes)
SU Vice-President
SU Environmental & Campaigns Officer
External member (co-opted)

Marcus McDonald (Chair)
Debbie Mainprize
TBC
Birju Patel
Ingrid Pearson
Ed Parks (Secretary)
Jemma Morris
Mark Ennis
Marijn Abbink
Emily Harding
David Hasler
Sir Anthony Cleaver

Circulation

Marketing Manager

Katherine Smith / Heather Daykin

Fairtrade Committee

The Fairtrade Steering Group meets twice a year to develop a Fairtrade Policy in conjunction with the Students' Union and to provide a platform for the Fairtrade Steering Group at each meeting as a sub committee of the Environmental Management Group to guide the application for Fairtrade Status on behalf of the College.

Membership

Director of Finance & Estates	Marcus McDonald(Chair)
Head of Estates	Debbie Mainprize
Safety, Health and Environment Manager	TBC
ICT Support Manager	Birju Patel
Research Fellow in Performance Practice	Ingrid Pearson
Assistant to the Director of Finance & Estates	Ed Parks (Secretary)
Head of Catering Operations, ICC	Jemma Morris
Box Office Supervisor	Mark Ennis
Registry Administrator (Postgraduate)	Marijn Abbink
SU President	Alex Fryer
SU Vice-President	Emily Harding

Circulation

Marketing Manager	Katherine Smith / Heather Daykin
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Catering Committee

Decision Making Responsibilities

- To advise Directorate on proposals to develop the catering service

Terms of Reference

1. In the context of the Catering Strategy, to monitor the provision of catering services.
2. To obtain feedback on catering services and to advise Directorate on proposals to develop the service.

Membership

Student Services Manager	Lynnette Easterbrook (Chair)
Assistant to the Director of Finance & Estates	Ed Parks
Head of Catering Operations, ICC	Jemma Morris
Catering Supervisor	Tsvetelina Tabakova
RCM UNISON Representative	Sarah Batchelor
Administrator, Junior Department	Gill Redfern
Concert Manager	Jess Pearce
Strategic Planning Accountant	Andreia Sangalli
House Manager	Ian Irvine
Events Coordinator	Elena Holtham
Development Assistant	Suzie Capps
SU President	Alex Fryer
Welfare Officer	Emily Harding
Events Officer	Anna Webster / Jake Bagby

In Attendance

The Committee may co-opt additional members, at its discretion. All documentation is copied to the Head of Estates.

Value for Money Steering Group

Terms of Reference

Advising the Deputy Director and, through him/her, the Directorate, to:

1. comment on the VfM arrangements of the College as a whole
2. ensure compliance with HEFCE guidelines
3. monitor all aspects of the VfM programme including the element delivered by internal audit
4. help to embed a VfM culture, through VfM education and guidance
5. assist in ensuring that the College adopts good practice in its activities
6. consider any VfM reports from HEFCE, the National Audit Office, internal audit and any other relevant source
7. review the VfM Policy and make recommendations to the Deputy Director.

Membership

Deputy Director	Kevin Porter (Chair)
A head of faculty or of programmes	Christina Guillaumier
Another head of faculty or of programmes	Mark Messenger
Managers with significant procurement roles:	
Head of Estates	Debbie Mainprize
Head of ICT Services	Mark Soole
Head of Finance	Jas Roprai
A member of the internal audit team	Nick Avery
Projects Manager	Charlotte Martin (Secretary)

In Attendance

Director of Finance & Estates	Marcus McDonald
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The Directorate will review the composition and remit of the group from time to time to ensure it is best constituted to achieve the aims of the VfM Policy and Strategy.

Safeguarding Committee

Terms of Reference

1. To review, on an annual basis, or more frequently if necessary, all safeguarding policies to ensure that they are up-to-date and appropriate.
2. To monitor the Colleges' compliance with the Safeguarding policies and take remedial action where necessary.
3. To receive any reports of incidents during the year, review the log of staff appointments and associated safeguarding checks within the year, including Disclosure & Barring Service checks made.

Membership

Deputy Director

Head of Junior Programmes

Head of Learning & Participation

Head of Human Resources

Kevin Porter (Chair)

Miranda Francis (Designated Child Protection Officer)

Hayley Clements

Hazel Pudney

Additional Standing Orders

- To guide and support the RCM on implementing and ensuring safe practice in relation to child protection and safeguarding.
- An annual report of this meeting will be submitted to the Directorate and to Council.

PATRON, PRESIDENT, VICE-PRESIDENTS, LIFE GOVERNORS

Only those honours granted by HM The Queen or by RCM are shown

Patron

Her Majesty The Queen

President

His Royal Highness The Prince of Wales KG KT GCB QSO ADC

Vice-Presidents

The Most Revd and Rt Hon the Lord Archbishop of Canterbury

The Most Revd and Rt Hon the Lord Archbishop of York

The Rt Hon the Lord Mayor of London

Sir Anthony Cleaver FRCM (appointed 2007)

Lady Middleton FRCM (appointed 2003)

Mr Humphrey Norrington OBE FRCM (appointed 2003)

Dame Janet Ritterman DBE (appointed 2005)

Mr Ian Stoutzker CBE FRCM (appointed 1999)

STANDING ORDERS

Royal Charter and Statutes

The RCM Royal Charter and Statutes sets out the arrangements for the Council and the Senate, including quoracy, membership, and the conduct of proceedings.

Standing Orders for Committees of the Senate

- The Director, on the advice of the Senate, appoints committee chairs and members. Where appointment to a committee is not determined by virtue of the occupation of a particular post, an appointment will normally be for a period of office of three years.
- The quorum of committees is a minimum of one third of the membership. If a meeting is inquorate, the Chair shall decide whether to proceed with the meeting, taking into account the urgency of the business on the agenda. When a meeting proceeds on this basis, notes will be taken of matters discussed and presented to the next meeting.
- All committees/groups are expected to undertake such other tasks as may be requested by the Senate.
- The Director has an ex officio right to attend meetings of all committees and working groups.
- Meetings of committees are open to interested members of staff to observe. Those wishing to attend must secure the agreement of the Chair at least one full working day before the meeting, as there will sometimes be business where observers are not appropriate. Observers will not normally participate in discussions, unless invited to do so by the Chair.
- Student representatives will be asked to withdraw for agenda items reserved as closed business.
- There will be occasions when action needs to be taken between meetings of a committee. The Chair, taking advice as necessary from the Deputy Director, is empowered to make decisions on the committee's behalf, subject to advance consultation with members wherever possible and operating within the College's regulations and procedures. All decisions taken under Chair's action will be reported to members at the next meeting.

Standing Orders for Boards of Examiners

- **Operation of the Chair.** There will be occasions when it is not practical to call a meeting of the Board of Examiners, but where rapid decisions are necessary in the interest of individual students. The Chair is empowered, taking advice from the Deputy Director, to make decisions affecting individual students on the Board's behalf, subject to advance consultation with members wherever possible and operating within the course regulations and guidelines. Particular effort will be made to consult external examiners in these circumstances. All Chair's decisions will be reported to members.
- **Servicing the Board of Examiners and the Sub-Board of Examiners.** The record of all meetings will be drafted by the secretary, who is the relevant administrator. These will remain confidential to members of the board and those who formally advise it.