Student Executive
CONSTITUTION

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Version 2 –updated following internal audit in January 2026

Updated Student Executive Constitution.
This Constitution will take effect from our next student Executive meeting 11th February, 2026 and will be subject to review by Craven College Board of Governors at least every three years, in accordance with the Education Act 1994.

Part II of the Education Act 1994 requires institutions to 'take steps as are reasonably practicable to secure that any Students' Executive for students at the establishment operates in a fair and democratic manner and is countable for its finances.'

The Board of Governors of Craven College recognises and supports the Students' Executive (SE) as a democratically run organisation, committed to serving and representing the students and apprentices of the College. The Board of Governors will endeavour to ensure that the activities of the SE do not contravene the College's Equal Opportunities Policy nor bring the College into disrepute.

This Constitution is the basis for the Student Executive to operate as a major vehicle for learner voice within Craven College, providing several important learning opportunities for active citizenship in a real but safe environment and building a sense of community awareness, including:

- The opportunity to volunteer
- Debate and decision making on College and wider issues
- Working with a range of College bodies and other organisations

- Taking on representative roles
- Attending Board meetings and providing information on College life for students, what working well and what is not.
- Campaigning
- Organising student events
- Participation in discussion

The Constitution is a formal document that sets out the activities and procedures of the Student Executive and provides a framework for its operation**.** It has been developed in consultation with students and relevant staff.
The Principal, Student Services, has overall responsibility for the Constitution of the Student Executive (SE).

The Student Executive is allocated a budget from the Student Service budget. When the Student Executive plans events, they are able to authorise working with the Enrichment Officer, up to £50, any higher amount will be discussed and approved by Student Service Manager and/or Head of Student Services. Please see financial regulation section 10 below for further details.

1. Purposes of the Student Executive (SE)

The purposes of the SE are to:

a) Provide a major forum for student voice and active citizenship within the College and the surrounding community.
b) Debate and decision making on College and wider issues.
c) Working with a range of College bodies and other organisations.
d) To provide a means of consultation between students and the Senior Leadership Team.
e) To promote and support student events.
f) To authorise the spending of a budget to support its activities.

2. The Student Executive

The membership of the Student Executive will be:

a) The members of the SE (volunteers collated in the first term and then memberships can be an ongoing for non-elected members)
b) The Student Executive will be supported by the Enrichment Officer and Student Service team.

At the initial student Executive meeting a vote will be taken by all parties for each role and the students will be duly elected. If only one candidate stands, they will be elected unopposed. If voting is a tie the position can be shared if there is agreement to do this. The Student Executive will comprise of the following posts:

i) Two Student Governors

The Student Governors of the Student Executive will be chosen by Student Executive and will attend meetings of the governing board with full voting rights. A termly report will be given to the Board written by the Enrichment officer and Student Service Manager who will feed in voice of the Student Executive in order to alleviate any pressure from existing workload on the Student Governors.

ii). **Marketing Officer**

The Marketing Officer devises a marketing plan for the student event calendar, marketing material for events to be used and communicates events throughout college. In addition, they act as a positive role model and ambassador at liaison events such as the enrichments talks across College.

iii) Finance Officer
The Finance Officer works collaboratively with the Events Officer to determine needs and financial implications and liaised with the Enrichment Officer for approval.

iv) Wellbeing and Inclusion Officer
This officer is responsible for researching and planning wellbeing, awareness and inclusion events/days for each academic year. They work closely with members of the Student Executive to ensure a range of events/promotions that represent the diversity of students within the College are offered, including charity and fundraising events/activities.

v) Events Officer
The holder of this post creates event planning documents to clearly detail event needs including catering, estates and resources.
They work with the Enrichment Officer to create risk assessments for events and ensure planning for student engagement.

vi) Community Engagement and Volunteering Officer
This officer researches and creates a plan identifying ways in which the College can increase engagement with the local community e.g., working on projects with retailers, charities, the Special Constables, PCSO's etc including reviewing current College engagement activities, critiquing the impact and make recommendations for improvement.
They work with the Enrichment Officer to Identify volunteering opportunities in the local community that are age appropriate and devise a strategy to increase the uptake of volunteering by college students.

vii) Sustainability Officer
The Sustainability Officer is responsible for creating ideas on how to improve sustainability throughout the college and reduce the carbon footprint. They work closely with college teams and the College Sustainability Working Group to put sustainability initiatives in to place e.g. reduced waste to landfill, reduced printing, reduction of single use plastics and take the opportunity to research and act upon funding opportunities to promote sustainability across the campus.

viii) Student Executive Members in non-appointed roles:
Those students who are not voted into the above roles, or those who do not want to stand for election will still attend the Student Executive meetings and have the responsibility to debate the matters that arise that week.

ix) Enrichment Officer
The Student Executive shall be guided by the Enrichment Officer who will chair meetings and be able to provide advice on college policy, acting as a voice from the senior management team and staff. Members of the Student Executive should ensure that all activities are authorised with the relevant members of staff.

6. Meetings

a) The Student Executive will meet up to 7 times a year, usually at lunchtime.
b) The agenda and of the previous meeting will be shared on SE Teams Group and published on the Student Intranet, visible for all staff and all students.
c) The quorum (minimum number to make official decisions) is **four** members for Student Executive meetings.
d) If a member of the SE is absent from two consecutive meetings, then they will be required to justify the absence at the next meeting. The rest of the SE then has the right to decide, by majority vote, whether to ask that member to stand down from the Student Executive.

e) The Enrichment Officer will be a member of the Student Executive and representative of the staff at College. The Director of Governance and Student Service Manager may attend any Student Executive meeting.

7. Student Executive Resolutions and Services

a) Resolutions of the Student Executive will be by simple majority vote of the student members present only. The Student Governor will have the casting vote. (if numbers of votes are tied then they have the final vote).
b) No student will be disadvantaged in access to services provided by the SE or the College by reason of not having exercised their right to vote in the elections.

8. Responsibilities

The Student Service Manager and Student Governor will produce a termly Board report, which will be available to the governing body and all students. The Enrichment Officer will produce and publish minutes to all meetings on the College website for prospective students, current students, and staff to view. This alleviates the existing workload on the student executives and their varied abilities.
The report will include:

- The names of those appointed to offices, a report on activities carried out.
- The existence of the code of practice for the conduct of the Student Executive alongside the code of practice with regard to freedom of speech in Colleges, as required by section 43 of the Education (Number 2) Act 1986, must similarly be brought to the attention of students annually.

9. Complaints/Compliments

If the SE receive any complaints about an individual officer, the Executive Committee as per member of the Student Executive this will be dealt with under the complaints procedure set out in Craven College's Complaints Policy and Procedures under the direction of Head of Student Experience and Inclusion.

10. The Annual Impact Report

A verbal report will be provided at each meeting by the student governor. The Report will include:

- What College life is like
- What is working well and what is not.
- Financial statement of accounts
- Summary of the year's activities
- List of SE recognised internal groups and clubs
- Details of any fees paid or donations made.

11. Finances and Regulations

a) The financial year of the Students' Executive runs from 1st August to 31st July.
b) There will be a Students' Executive Fund, supported by the College to pursue its agreed aims and objectives and by fund-raising activities.
c) The Student Executive/Enrichment Officer and Student Service Manager will be responsible for ensuring all transactions are processed through the Finance Office of the College and that records of expenditure are maintained. Any expenditure will be approved by the Head of Student Experience and Inclusion and a designated member of staff through the College Purchase Order system and paid in line with the College's standard financial arrangements and procedures.

d) The Enrichment officer will update the spread sheet for rational of expenditure and monitor any expenditure throughout the college year.
e) The annual fund for the Student Executive will be decided by the senior team and allocated the Student Executive budget each year.
f) No expenditure or commitment to expenditure greater than £50 will be entered into without the approval of two members of the Student Executive and the Enrichment Officer

g) All Students' Executive payment orders will require two signatures one of which will be the Enrichment Officer.
h) All cash receipts of the Student Executive and any of its activities or events must be banked as soon as practicable without deduction and must not be used as petty cash or for any other purpose
i) No member of the Executive shall receive any profit or remuneration from funds or transactions of the Executive.
j) Any member of the Executive responsible for the incurring unauthorised expenditure of Executive funds shall be liable for the repayment of the total sum involved.
k) All spending from a cost centre within the College shall be in accordance with the latest agreed Financial Regulations for the College.