



HEART OF
WORCESTERSHIRE
COLLEGE



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COLLEGE
ST. DUNSTAN'S BUILDING

P City Centre Car Park
CrownGate
Multistorey
Copenhagen
Street

GOVERNOR INSIGHT SCHEME



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COLLEGE

Updated October 2021

Governor Insight Scheme

Purpose of the scheme

The Governor Insight Scheme is administered by the Principal's office and is intended to raise the profile of Governors with the staff and students of the College.

The scheme intends to strike a balance between Governors having and understanding of the workings of the College by taking part in various activities/events whilst avoiding becoming involved in areas of operational management which is the responsibility of the Executive and Senior Leadership Teams.

The scheme aims to provide Governors with:

- a wider knowledge of the academic, pastoral and other business of the College
- a further understanding of College processes which are in place to improve learner outcomes and experience, especially in teaching, learning and assessment practice
- assurance that where processes are in place, they are robust and are effectively used by staff across the organisation to improve quality
- a way to judge the impact of their work by triangulating the Corporation's roles in setting policies and monitoring progress with an appreciation of how they operate in practice
- the opportunity to meet, listen to and interact with staff and students to build an understanding of their College experience
- the opportunity to celebrate the work of staff and students, for example attending graduation, performances, awards and shows

Events within the scope of the scheme

Each year Governors will be invited to:

- request an accompanied learning walk around a campus of their choosing. Governors should also consider visiting the Alliance House, The Duckworth Centre and Malvern sites.
- attend College Student Conference
- attend Scrutiny Reviews (*Academic and Business Support*)
- attend TAG Presentation Boards (*where applicable*)
- attend Self-Assessment Report Validation events
- attend Student Productions and Shows
- attend Learner celebration events such as the FE Awards and Graduation
- attend adhoc events as they arise

Donna Gibson, Deputy Clerk - Principal's Office, will invite Governors to attend events via email and will maintain a calendar of events (see example Appendix A) as well as maintaining a record of Governor attendance.

Typical events that may include Governor involvement:

Accompanied Learning Walks

Learning Walks take place during teaching weeks and provide an opportunity for Governors to spend up to half a day in the College with a Director or Manager and be given the chance to talk to students and staff about their experience. During a learning walk observe the interactions between the learners and staff in a range of classes and other learning spaces.

Learning Walks can be booked so that they take place on the same day as any of the main governance meetings or smaller committees.

Governors are welcome to undertake learning walks at any College building but are particularly encouraged to visit Alliance House, The Duckworth Centre, Malvern Construction Centre, the Cathedral Building and St Dunstons.

To arrange a learning walk Governors are asked to send their preferred site and availability to Donna Gibson who will confirm with staff in the curriculum teams a date and time. Governors will receive confirmation of who they will meet, where and will also be sent the appropriate feedback form for completion (if applicable).

Student Conference

The conference will replace the former SSLT meetings and is part of the Learner Involvement Strategy. The aim of the conference is for learners to have the opportunity to give their views on the College provision and the learning that they are involved in. The conference is just one way in which student feedback is collected and will provide an opportunity for Governors to interact with students from different programmes.

The date for the Student Conference will be emailed to Governors when it is known.

SAR Validation

The Self Assessment Report (SAR) is a report that is produced annually and is an overarching summary of performance against the Ofsted Framework. It is pulled together following individual SAR events that take place across both academic and business support areas. Governors are invited to attend these validation events.

Governors are responsible for approving the final SAR when it is presented to Corporation.

Student Productions and Shows

Governors will be invited to attend events such as the Student Showcase, Battle of the Bands, Art Shows and other exhibitions. Where events are recorded the link will be made available after the event has taken place.

Learner Celebrations – FE Awards and Graduation

Governors will be invited as guests to attend the FE Awards that take place across

two evenings in June, one at a location in Worcester and one in close proximity to Redditch or Bromsgrove.

The FE awards are a more informal event in comparison to the graduation event.

The annual HE Graduation Ceremony takes place at Worcester Cathedral in September.

Governors may receive adhoc invitations to meetings or events at any time during the year. Activities for the Governor Insight Scheme are confined to the teaching weeks in the College calendar.

During visits on site:

Governors should:

- Wear their Governor lanyard and ID badge at all times.
- Ensure that they are familiar with College procedures – particularly Safeguarding & Health and Safety
- Introduce themselves and explain briefly why they are present at the event (if the event is a learning walk, or if the event involves interaction in classrooms an explanation as to why they are taking an interest in that particular activity may be useful)
- Ask the students questions (when appropriate) such as what they are learning, how they are finding the subject, do they receive clear feedback to help them improve, do they think they are making good progress ?
- Avoid asking questions which could lead to students making evaluative comments about the teacher or their teaching style.
- Clarify any questions they have during the activity with the lead staff member present.
- Engage with other staff members present but should avoid causing any unnecessary disruption.
- Be aware that they could be approached by staff who have concerns or complaints about elements of College life that they are not happy with. In these circumstances the staff member should be directed to raise their concerns with College Management. Staff members who take part in any events under the scheme are aware that the Governors are not to be used as channels of communication for raising management related issues

Participation in remote activities

The College has adopted a blend of on site and remote activities. When participating in online events Governors will receive a Teams invite and papers but are asked not to dial in to the event until their allocated time where they will enter an online lobby.

During the activity, for example if a presentation is being made, participants will be asked to mute their microphones. Governors may use the chat or “raise a hand” facility.

All online events follow the meeting etiquette that has been adopted across the College for remote meetings and events.

Governor Insight Scheme Governor Champion

The Corporation has a Governor to champion the Governor Insight Scheme. Their role includes:

- Promoting opportunities to participate
- Supporting events where possible
- Liaising with management where appropriate

Limitations of the Scheme

The purpose of the scheme is for Governors to widen their knowledge of the business of the College and the processes in place to improve the overall learning experience and quality. Governors should bear in mind the important divide between the strategic responsibility of the Corporation, with its need for assurance over the processes in place to achieve strategic aims, and the management of the College with its operation of those processes, which is the responsibility of the Principal/Chief Executive.

Governor Feedback

Governors are asked to compile and record their reflections of insight activities on the feedback form that will be provided to them before the event. They will have opportunity to discuss these points with the relevant manager who can provide any further information or background.

After the visit the feedback form should be sent to Donna Gibson, Deputy Clerk, Principal's Office, Bromsgrove Campus within two weeks of the visit.

The form includes a section for points to be considered by members of the Executive or Senior Leadership Team. Any areas of good practice and/or areas for improvement will be reviewed, any further action will be considered if required and responses will be fed back to the Governor.

The Deputy Clerk will record the feedback and will provide a summary of activity once a term.

Any activity undertaken as part of the Governor Insight Scheme is intended to be a positive experience for all involved. However, if there are any concerns about any aspects Governors are asked to raise this with Donna Gibson in the Principal's office who will bring it to the attention of the Executive Team in the first instance.

Appendix A

Feedback Forms

Feedback forms will be issued to Governors ahead of the event or activity they are taking part in.

Some activities are more informal and as such a feedback form is not always required, however any adhoc feedback is always welcome !