



Governance arrangements for obtaining staff and students views policy

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| Purpose of Policy/Document | Governance arrangements for obtaining staff and students views |
| Target Audience (staff/students/visitors/contractors) | Staff and Students |
| Particular Legal Requirements/Issues outside of EDD | |
| Links with Other Policies/Documents | N/A |
| For completion by The Executive | |
| Policy/Document Reference No. | |
| Category | |
| Owner (job title) | Clerk to the Corporation |
| Issue Date | July 2021 |
| Review Date | July 2024 |
| Postholder Responsible for Review (job title) | Clerk to the Corporation |
| Authorised By: (SLT/Corporation) | Corporation |
| Communicated via/Location: (Policy Acceptance software/website/portal etc) | |
| Equality Impact Assessment Statement | The Equality Act 2010 does not require public authorities to carry out EIAs by law. The College does however, carefully consider the impact, when creating or amending its policies, on all concerned parties regarding Equality, Diversity and Inclusion and records this at SLT meetings in order to demonstrate compliance with Public Sector Equality Duty (PSED). |

1. Legal Requirement

Article 3(1)(aa) of the Instrument and Articles of Government states that the Corporation shall be responsible for “publishing arrangements for obtaining the views of staff and students on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities”.

2. Corporation Representation

The Corporation periodically reviews the educational character and mission of the institution and the oversight of its activities as part of its legal responsibilities. The Corporation consist of 19 Members and includes the Principal, two Staff Governors and two Student Governors. Corporation meetings are also attended by the Executive and relevant members of the Senior Leadership Team (SLT) who contribute to discussion. Anyone can request permission to attend Corporation meetings under the Access to Corporation Information Statement.

Agendas and Non-Confidential Minutes of the meetings of the Corporation and its Committees are available on the College website. Staff, students and members of the public can therefore easily see how the Corporation exercises its oversight of activities.

3. Learner Voice

The College employs a variety of techniques to capture the views of learners. These include having two Student Governors, a Student Senior Leadership team and a system of Student Course Representatives, who attend Student Departmental Management Team meetings (SDMT) which are attended by CRQ Leaders and Managers. Student Senior Leadership Team (SSLT) meetings are held twice a year and are attended by members of SLT and also Members of the Corporation. All learners are given the opportunity to contribute to Student Surveys, including the Ofsted Learner View Survey, Arrivals Survey, Student Satisfaction Survey and the National Student Survey. Students also participate in the Corporation Away Event, in review of key student facing policies and procedures and in staff recruitment where appropriate. Students are also encouraged to make use of the Students’ Union.

4. Staff Views

The College also has systems in place to capture staff views. These include the two Staff Governors, Staff Forums (which include Union Representatives and Staff Representatives nominated by colleagues) and the ability to use the Complaints, Grievance and Whistleblowing systems to raise concerns. The SLT meets regularly and is actively involved in managing the College. The Principal holds regular staff briefings across the College supported by members of SLT.

5. Formal Educational Character and Mission Review

The Corporation formally reviews the Mission Statement at least every three years. The Mission Statement is supported by the College Vision and Values, which underpin the Strategic Plan. Any proposed significant changes affecting Educational Character and Mission would be discussed with the Student Senior Leadership team, Staff Consultative Committee, and Senior Leadership Team before approval by the Corporation.