

Governance Arrangements For Obtaining Staff, Students and Employers Views

Purpose of Policy/Document	Governance arrangements for obtaining staff, students, and employers views
Target Audience (staff/student's/ visitors/contractors)	Staff and Students
Particular Legal Requirements/Issues outside of EDD	N/A
Links with Other Policies/Documents	N/A
For completion by The Executive	
Policy/Document Reference No.	GOV5
Category	Governance
Owner (job title)	Governance Professional
Issue Date	December 2025
Review Date	October 2026
Postholder Responsible for Review (job title)	Governance Professional
Authorised By: (ELT/Corporation)	Corporation – 16 December 2025
Communicated via/Location: (Policy Acceptance software/website/ portal etc)	Staff Portal Governor Portal Student Portal College Website
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 ELT meetings in order to demonstrate compliance with Public Sector Equality Duty (PSED).

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”.

The Corporation is committed to engaging with staff, students, and the wider community. The views of the staff and students at Heart of Worcestershire College are at the heart of all of the Corporation’s decision making and assurance processes.

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 consists of 19 Members and includes the Principal, two Staff Governors and two Student Governors. Corporation meetings are also attended by members of the Executive Leadership Team (ELT) who prepare papers, provide data and information, and attend meetings to contribute to discussions. Anyone can request permission to attend Corporation meetings as outlined in the Access to Corporation Information Statement (available on the College website).

Agendas and Non-Confidential Minutes of the meetings of the Corporation and some of 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.

Learner Voice

The Corporation places great importance on understanding student views and has a vested interest in the quality of their experience at Heart of Worcestershire College. The College employs a variety of techniques to capture the views of learners. These include having two Student Governors on the Corporation. Student Conferences are held twice a year and are attended by members of ELT and also members of the Corporation. Governors attend several forms of student activities outside of the normal meeting cycle which provide further opportunities to engage and seek the views of students.

All learners are given the opportunity to contribute to Student Surveys, including the Ofsted Learner View Survey, Arrivals Survey, Student Satisfaction Survey, Teaching and Learning Survey and Higher Education students complete the National Student Survey. Students may also participate in the Corporation Strategic Planning Event. Students also contribute by reviewing key student facing policies and procedures and in staff recruitment where appropriate.

Staff Views

The College has robust systems in place to engage with staff and capture their views. These include the appointment of two Staff Governors, and a cross-college Staff Voice Group. There is also the ability to use the Complaints, Grievance and Whistleblowing systems to raise concerns. The Executive Leadership Team (ELT) meets regularly and is actively involved in supporting the Principal with the operational management of the College. The Principal holds regular staff briefings across the College supported by members of ELT and the Chair of Corporation. Staff are invited to meetings with the Principal at all sites, these sessions are followed up with all staff emails that provide staff with updates and feedback on the items they raised. The Principal also holds regular staff briefings, and regular updates are sent from the ELT. Staff surveys are conducted throughout the year and offer a valuable opportunity for staff to share their thoughts and views. In addition to the larger annual staff survey, smaller focused pulse surveys are conducted. The surveys are conducted on behalf of the College by an external provider, this ensures continued engagement and support from staff and promotes a higher response rate.

Within the formal Governance structure, the Finance & Resources Committee receives regular reporting on staff survey results, staff wellbeing and other HR initiatives.

The methods for staff and student engagement are not exclusive and will be kept under review. As other media and technology develops, alternative and additional means of consultation may be considered and introduced.

Employers

The College engages with employers via meetings with the Principal, the Leadership Team and Curriculum areas with a view to developing curriculum links. There is an annual employer satisfaction survey undertaken by the Department of Education. The College has also introduced its own internal survey.

Employers may also be invited to participate in College events where appropriate.

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 that consists of seven strategic themes – Purpose, Place, People, Prosper, Partnership, Potential and Planet. Any proposed significant changes affecting Educational Character and Mission would be discussed with the Executive Leadership Team, Staff, Students, and External Stakeholders before seeking approval by the Corporation.