

## **Consultation Procedures for Obtaining the Views of Staff and Students**

**December 2019**

<b>Document Status</b>	
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Date of origin	September 2019
Review requirements	Every 3 years
Date of next review	Autumn 2022
Approval Body	Governing Body
Publication	College Website

## **1.0 Introduction**

Following the changes made in the Education Act 2011 and subsequent changes to the Instrument and Articles of Government, a new provision within Article 3.1.(a) requires the Governing Body to publish 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.

## **2.0 Purpose**

The views of Staff and Students, along with the wider community, are vital to shaping the direction of the College. This document lists the media used for consultation.

## **3.0 Procedure**

The following media may be used to consult with Staff and Students:

### **Consultation with Staff**

- Inset Days (e.g. input to the Strategic Plan)
- Staff meetings
- Cross-College Services Staff Survey
- Biennial Staff Satisfaction Survey
- Weekly briefing and bulletin
- Staff Governors
- SMT meetings
- Staff-Management Consultation Group meetings (including Workload Reviews)
- Cross-College meetings:
  - Upper Managers Group including Awayday
  - Curriculum Committee
  - Tutorial Committee
  - Support Staff Managers
  - E&D Committee
  - H&S Committee
  - Staff Development Committee
  - Digital Strategy Group
- Team Meetings -at all levels – including:
  - House
  - Faculty
  - Subject
  - BTEC Team Leaders
  - Safeguarding
  - Student Services
  - Support Staff
  - T&L team
  - Work Readiness team
- Staff Training
- Performance Reviews
- Staff SharePoint incl. Suggestion Box
- Interviewing and appointment of staff
- Complaints/Grievance processes
- Exit interviews
- Quality and Curriculum Committee

## **Consultation with Students**

- RCU – (Student Union)
- Student Governors
- RCU Officers/SMT links
- S7 Student liaison
- Tutorial Groups
- College-wide Student Surveys
- Course Reviews
- Quality and Curriculum Committee
- Equality & Diversity Committee
- Tutorial Committee
- Collyer's/Parents' Forum
- Old Collyerians' Association
- Interviewing and appointment of staff
- Complaints process and analysis
- Induction
- Weekly bulletin
- Virtual Learning Environment (VLE – Moodle and Sharepoint)

See Student Voice Policy for further details.

The consultation methods are kept under regular review to ensure they are fully accessible and meet the needs of Staff and Students and the Governing Body in obtaining a range of views.