



**COLLYER'S**  
Founded in 1532

# **CONSULTATION PROCEDURES FOR OBTAINING THE VIEWS OF STAFF AND STUDENTS**

**February 2023**

|                             |                             |
|-----------------------------|-----------------------------|
| Reviewed by SMT:            | 1 <sup>st</sup> March 2023  |
| Endorsed by F&GP:           | 14 <sup>th</sup> March 2023 |
| Endorsed by Q&C:            | 20 <sup>th</sup> March 2023 |
| Approved by Governing Body: | 28 <sup>th</sup> March 2023 |
| Next review as above:       | Autumn 2025                 |

## 1.0 Introduction

Following the changes made in the Education Act 2011 and subsequent changes to the Instrument and Articles of Government, a 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
  - Education Committee
  - Curriculum Committee
  - Pastoral Committee
  - Support Staff Managers
  - EDI Committee
  - H&S Committee
  - Digital Strategy Group
- Team Meetings – at all levels – including:
  - House
  - Faculty
  - Subject
  - BTEC Team Leaders
  - Safeguarding
  - Student Services
  - Support Staff teams
  - T&L team
- Staff Training
- Performance Reviews
- Staff SharePoint incl. Suggestion Box
- Interviewing and appointment of staff
- Complaints/Grievance processes
- Exit interviews
- Quality and Curriculum Committee/F&GP Committee
- Ad hoc surgeries on specific topics

## **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 and Inclusion Committee
- Pastoral Committee
- Collyer's/Parents' Forum
- Old Collyerians' Association
- Interviewing and appointment of staff
- Complaints process and analysis
- Induction
- Weekly bulletin
- Student Common Room 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.