

ARRANGEMENTS FOR OBTAINING THE VIEWS OF STAFF AND STUDENTS ON THE PRESERVATION AND DEVELOPMENT OF THE EDUCATIONAL CHARACTER AND MISSION OF THE COLLEGE AND THE OVERSIGHT OF ITS ACTIVITIES.

The College values the views of staff and students and deploys a range of methods to garner them. Consultation is instrumental in forging the College's strategic priorities, in year and periodic, to maintain the College as a place of continuing improvement and to establish the most effective working relationship across the community.

The College uses the following means by which to consult with students and staff at the College:

Students

- The Governing Body membership includes two student governors appointed after a process of nomination and election by the constituents: at each full meeting of the Governing Body a report is tabled by the Student Council officers.
- Student Council officers are invited to comment/add to the shortlisted items for consideration in agreeing annual strategic priorities.
- Student representatives serve on various cross-College committees, for example the Equality and Diversity Committee and the Chaplaincy Team.
- Weekly bulletin issued to students via form tutors.
- Annual electronic student feedback surveys are conducted concerning wider College matters, which might include mission, diversity and equality matters.
- Short electronic student surveys are deployed for specific enquiries eg. level of satisfaction with IT resourcing.
- Student views are engaged in *Investors in Diversity* during re-accreditation process.
- Each course is required to conduct electronic subject surveys which are benchmarked annually and presented to staff and governors: staff make responses to student recommendations or areas for improvement in development plans and there is an expectation that departments respond to learner views through 'You said, we did' reports and displays.
- Focus groups are conducted to collect feedback from specific programmes of study or on cross-College matters; subject areas also conduct in-house focus groups as a means of testing quality or the progress of initiatives undertaken.
- Each student has individual meetings with subject teachers and class teachers when they are encouraged to raise any matters that might be impeding progress or might improve the learner experience.
- We have a "feedback" board in the Canteen administered by the Student Council via which students can offer good ideas or suggestions.
- There is a Student Council with elected officers and representatives: there is a teaching staff member attached who acts as conduit and arranges consultation meetings with other staff meetings or external agencies when required.

- Student Council members and course tutees are involved in College recruitment of staff, academic and support.
- Students are encouraged to act as Student Ambassadors and represent the College both within and beyond the College.
- Focus groups are held with students; prospective students and partner school pupils participate to inform the curriculum offer and marketing materials of the College.
- Student views and experiences routinely garnered for “SFX Life” publication.
- Ex-students regularly invited to College as university ambassadors and industrial link. personnel which offers College perspective on best practice progression advice and guidance.
- Students’ complaint process – all submitted complaints are investigated by a member of the College Management Committee and a formal response made.
- There is an internal appeals’ process in relation to coursework decisions, disciplinary action or decisions; matters can then be conveyed on for further consideration to Appeals’ Committee of the Governing Body.

Staff

- The Governing Body membership includes two staff members (one teaching and one non-teaching). The Principal and one or more of the Senior Management Team are members or invitees to sub-Committees of the Governing Body
- A **strategic plan** setting out the development of the College is drawn up on a three yearly cycle¹ following discussion on areas of development with staff and student officers. The Principal agrees the strategic plan with the Governing Body and progress is reviewed, monitored and cross-referenced through termly report in written form and as an agenda item to governors and by presentation to staff at whole-staff meetings. Each year a set of annual priorities are distilled from the overarching plan and these are established though an annual consultation process which includes staff, students and governors.
- The views of teaching and non-teaching staff and students are gathered through online surveys at least annually. The College participates in an annual survey which benchmarks staff views and judgements against other colleges in the FE sector. All staff contribute to feedback through department discussion and via the whole College surveys to the self-assessment process which informs the strategic direction of the College and training and development plans.
- The Mission statement of the College, which summarises and proclaims the educational purpose and ethos, is reviewed from time to time by consultation with staff and students during retreats; through focus groups activity and in discussion at College committees. Recommendations for changes will be proposed to the Governing Body for agreement. The College has agreed a set of values which encapsulates its Mission and is communicated across the organisation.
- Weekly briefing held when Principal leads information and update exchange for staff members.
- Weekly bulletin distributed to staff.

¹ Current Plan is 2015 - 18

- Principal shares, through email, information about sector, College's achievements or timely educational or operational information.
- There are meeting structures at all levels of the organisation to share and disseminate views and take plans forward.
- Senior Team meet with professional associations regularly to discuss matters related to terms and conditions.
- Staff participate in *Investors in People* and *Investors in Diversity* reaccreditation processes.
- Staff representatives participate in cross-College committees, for example Equality and Diversity and Chaplaincy.
- The performance review process includes a nominated opportunity for recorded "open comment" and line management or senior management response.
- Exit interviews conducted with staff who are leaving the organisation
- Staff encouraged to participate in "SFX Life" publication and teaching, learning and assessment publication, "The Source".

Monitoring, Review and Implementation of Views

The results of any consultation on the educational character and Catholic mission of the College and oversight of its activities is evaluated by the Senior Management Team and the Governing Body or one of its committees and used to inform the operational and strategic direction of the College.

All methods and means of consultation will be reviewed on a regular basis to ensure that they are fully accessible and meet the needs of the members of the community and the Governing Body.