

CORPORATION – COLLEGE LINK ARRANGEMENTS

(Approved by the Corporation 11 March 2004 & further updated 10 July 2008)

Objectives

The objectives of the Corporation-College Link Arrangements are

- To enable governors to become more familiar with the way in which the College works and how it provides services to all of its learners and other clients.
- To raise the profile of the Corporation with the staff and the students of the College.
- To strengthen the positive relationships that exist between governors and College managers and to facilitate the sharing of particular expertises.
- To enable governors to focus on the activities of a specific area of the College's work.

Strategies

In order to achieve these objectives, the following strategies are proposed:

1 Programme of Visits

To continue with the established practice of arranging governor tours to different parts of the College including both curriculum and non-curriculum areas.

2 Governor Links

To link all governors (with the exception of principal, staff and student governors) to one of the College's Directorates. Newly appointed governors to be 'buddied' with more experienced governors with both governors carrying out their link visit together.

Protocol and guidelines for governor link visits are appended.

The Clerk will undertake an annual rotation of governor link arrangements,

3 Award Presentations

To continue with the established practice of inviting governors to attend student award ceremonies, staff award ceremonies and key events held in the college.

4 Learner Voice

To have at all meetings of the Quality & Curriculum Committee a fixed agenda item '*Learner Voice*'. This agenda item to be used to feedback on learner voice activities including the analysis of any student surveys; outcomes arising from 'Hot Seat Forums' where members of the College's senior management team make themselves available for questioning from the student body; summary of feedback messages made available to learners on the College noticeboard 'Carshalton Voice'. In addition, this agenda item to be used to report on governor link visits and on student discipline.

5 Information about Members of the Corporation

To make available on both the staff and student intranets the Who's Who page that is currently on the governors' website. This page contains photographs and short profiles of each governor. In addition, to make available in the College entrance/reception area pictures of all governors.

GUIDANCE ON GOVERNOR LINK VISITS

Frequency of visits:

- Governors should conduct at least an annual visit to their designated link area and are invited to record the outcomes of their visit and to make this available to the Clerk (experience suggests that a visit of one to two hours is likely to be the most productive).
- It is expected that governors will be allocated to a new curriculum area each year in order to gain a broad experience on the College's curriculum offer.
- Through the Principal's P.A., Directors (together with the appropriate Deputy/Vice Principal) will make contact with their link governor to arrange a convenient time and date for a visit. It is anticipated that contact will be made via email, wherever possible. Where governors have been buddied together, the expectation is that the visit will be conducted jointly.

The types of activities associated with a visit to an area of the College could include:

- Tour of facilities, work spaces, etc;
- Informal meetings with staff with discussions around current topics;
- Discussions with staff and students (perhaps attending and observing a course team meeting) to aid understanding of the curriculum, the student experience, and the College's progress towards achieving its strategic objectives;
- Attendance at Open Days, student shows and exhibitions.
- Hearing about the actions the area is taking to address the objectives within its Annual Operating Plan.

The visits specifically do not include:

- observation of teaching, learning, tutorials or assessment;
- making a report or forming a judgement on any individual member of staff or student;
- consideration or hearing of staff grievances or complaints.

The following is a list of some "quality monitoring" topics that Governors may find useful to explore with staff and/or students in informal discussions, where appropriate. The list is intended to act as an aide-memoire (it is not an exhaustive or inclusive list) which will help Governors to fulfil their quality assurance role:

- Course performance including student successes and achievements.
- Quality Assurance systems, e.g. course audit, student questionnaires, performance monitoring arrangements, etc.
- Adequacy and availability of equipment, materials, resources, etc.
- The extent and nature of Student Welfare and Student Services support
- The quality and availability of the Study Centre and IT facilities
- Facilities – including Catering, Cleaning, Health and Safety, Accessibility, etc.
- Links with industry, business and employers.
- Links with the community and the Local Authority.
- Student progression and career opportunities.
- Managing risk
- Business support and infra-structural arrangements, etc.

Brief written reports from Governors on their visit should be made available to the Clerk using the attached Proforma. The Clerk will make available to the Quality & Curriculum Committee an annual summary report on all governor link visits undertaken.

GOVERNOR LINK VISIT REPORT FORM	
Name of Governor	
Directorate Visited	
Name of Director and Dputy/Vice Principal	
Date of Visit	
Summary of Visit Activities	
Governor Comments	