

TRAFFORD COLLEGE

Arrangements for Obtaining Views of Staff and Students

The College is constantly improving and evolving mechanisms for engagement and consultation with both staff and students. Much of this is driven by the staff and students, and reported to governors directly through student and staff representation at Board and Sub Committees.

The Board of the Corporation is required to publish its arrangements for obtaining the views of staff and students on matters that affect them, and ensuring that they are aware of the routes through which they can share their views.

The purpose of this document is to set out the processes in place for consulting with staff and students about matters that affect them, including but not limited to:-

- the determination and periodic review of the educational character and mission of the College;
- oversight of the College's activities.

The views of students and staff are vital to shaping the College's strategy and approach.

Consultation Processes

At Trafford College the following mechanisms are used to communicate and consult with staff and students:-

Consultation with Staff

- Principal's Staff Briefing
- Principal's Visits to Curriculum Areas
- Principal's Sector Briefing
- Insider (Staff Newsletter)
- College Intranet
- College Management Meetings including:-
 - Trades Unions;
 - Equality of Opportunity
 - Health & Safety Committee
 - Departmental Meetings
- Bi-annual Staff Survey;
- Staff Development Week

Consultations with Students

- Principal's Visits to Curriculum Areas
- Student forum;
- Student surveys, including: -
 - Post induction;
 - Teaching and learning on course;
 - Framework for excellence learner views;
 - Health and well-being;
 - National Students Satisfaction (HEFCE);
 - Apprentice feedback;
 - End of year.
- Twitter;
- Facebook;
- Quality Review Meetings (QRM);

Role of the Governing Body

- Governors receive feedback directly from staff and students through a number of mechanisms: -
 - Staff and student Governor roles on the Board of the Corporation and Sub Committees;
 - Student representation on Curriculum and Quality Committee;
 - Staff and student surveys reported to the Board of the Corporation;
 - Individual Governor with responsibility for Learner Voice;
 - Meeting with staff and students through Governor visits to curriculum areas;
 - Chairperson's meeting with Managers.
 - Chairperson's Individual Performance Review Meeting with Staff/Student Governor

Monitoring, Review and Feedback

The results of any consultation will be reviewed by the College's Executive Leadership Team. Where the content of the consultation relates to the Educational Character and Mission of the College, the results will be discussed by governors in the review of the Strategic Plan. Continuous monitoring and review is undertaken by the Curriculum and Quality Committee with regard to student matters and the Resources Committee for staff matters.