

# **BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION**

## **Role of Members' in Relation to the Common Inspection Framework and their Links with Corporate and Curriculum Departments**

### **Purpose of the Scheme:**

The main purpose of the Common Inspection Framework (CIF) 'Champions' and Member Links schemes are to provide Corporation Members with an insight into curriculum and support areas and to create a better understanding of the way in which the strategic decisions of the Corporation impact on provision at an operational level.

More specifically the Corporation recognises that the benefits of linking Members with areas of college activity include:

- extending Members' knowledge of staff, students and the breadth of curriculum delivery and other provision
- familiarising Members with the college's physical environment
- providing an opportunity for staff and students to meet informally with Corporation Members
- helping Members to develop in-depth knowledge of areas of college activity, including quality issues and targets
- allowing Members to use their skills and experience to benefit the college directly

If links are to work effectively it is important that the staff involved also appreciate these benefits.

### **Words Of Caution**

The Principal and the Senior Management Team are responsible for the operational management of the College. The development of links between Members, staff, students and the corporate and curriculum departments aims to improve Members' discharge of their own responsibilities, and should not lead them (the Members) into areas of decision making which are more properly matters for the College's professional managers.

Members should avoid the temptation to lobby on behalf of their particular area of College activity. They need to be careful that their actions are seen as increasing their understanding of a particular area of provision and not "inspecting" it.

Managers similarly should take care to ensure that the arrangements are not used as a means for the representation of particular curriculum or other interests at Corporation level.

In particular staff should not use the Members' visits as an opportunity to short-cut established internal procedures for responding to concerns and complaints.

Members should take care in expressing personal opinions, which may appear to give a commitment of behalf of the Corporation or the College. Views and opinions should not be attributable to the Corporation unless that issue has been discussed by that body and a conclusion reached.

Where a visit results in a Member having concerns about what has been found, these should be passed to the Principal for his/her attention and action in line with normal College procedures

## Ensuring the effectiveness of the Scheme:

Members must:

- have clear objectives that are understood by all parties involved
- feel that they are making a useful contribution
- encourage contact with staff other than the directors and managers who are already well known to Members
- not be onerous for either Members or staff, i.e. minimise additional meetings or paperwork
- offer flexible arrangements suited to individual need
- be monitored regularly
- generally be limited to two hours duration
- take place twice a year

For those Members with CIF and curriculum links, the focus will normally derive from the following elements:

- discussion of:
  - major curriculum developments
  - standards of retention achievement and success
  - student recruitment levels
  - student progression and careers
  - the student experience
- meetings with staff (perhaps during course team meetings) to discuss key issues
- discussions with staff and students 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

Consideration should also be given to the Self-Assessment Report and Quality Improvement Plan

For Members paired with a Corporate Department the focus for a visit will normally derive from:

- discussion of major developments in the Corporate areas concerned
- service standards
- strategic priorities for the area
- customer experience
- staff perceptions

Consideration should also be given to the Self-Assessment Report and Quality Improvement Plan

## Arrangements for Visits:

It is the responsibility of the Management Contact/Head of Dept (highlighted in **bold** in the following schedules) to take the initiative in contacting the Member and arranging the visit. The aim of the visit is to learn about the work of the Area/Department concerned. Such visits should take place twice a year.

Managers should also give Members feedback on how their visit was received.

Should any Member have particular concerns arising from a visit, these should be brought to the attention of the Principal. It is anticipated that this action will be taken only rarely, in exceptional circumstances.

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## COMMON INSPECTION FRAMEWORK CORPORATION CHAMPIONS

	<b>CIF Area</b>	<b>Champion</b>	<b>Management Link Officer</b>	<b>Corporation Reporting Meeting</b>
<b>L&amp;M</b>	Safeguarding	Lyndon Jones	<b>Sarah Meeson</b>	<i>6 Jul 2011</i>
<b>L&amp;M</b>	Equality & Diversity	George Batho	<b>Sarah Meeson/ Bev Smith</b>	<i>6 Apr 2011</i>
<b>ELM</b>	Health & Safety	Mary Orsborn/ Pam Woolgrove	<b>David Moir</b>	<i>6 Apr 2011</i>
<b>ELM</b>	Learner Journey/ Every Learner Matters	Liz Stuart	<b>Lynda Pickering</b>	<i>6 Apr 2011</i>
<b>L&amp;M</b>	Risk Management	Mike Howe	<b>David Moir</b>	<i>15 Dec 2010</i>
<b>QOP</b>	Business Links/ Partnerships	Gary Livingstone	<b>Alan Gwyer</b>	<i>6 Apr 2011</i>
<b>QOP</b>	Community Cohesion	Joanna Miller	<b>Alan Gwyer</b>	<i>6 Apr 2011</i>
<b>QOP</b>	Sustainability/ Environment	TBA	<b>David Moir/ Lynda Pickering</b>	<i>6 Jul 2011</i>
<b>QOP</b>	HE/ International	Ron Young	<b>Lynda Pickering</b>	<i>6 Jul 2011</i>
<b>L&amp;M</b>	Learner Voice	Andrew Bishop/ Student	<b>Lynda Pickering</b>	<i>6 Apr 2011</i>
<b>QOP</b>	Teaching, Learning, Assessment	Rob Munson/ Donna Kitchen	<b>Phil Davey/ Bev Smith</b>	<i>15 Dec 2010</i>
<b>L&amp;M</b>	Self Assessment	Rob Munson	<b>Bev Smith/ All</b>	<i>6 Jul 2011</i>
<b>QOP</b>	Care, Guidance, Support	Julie Churcher	<b>Lynda Pickering</b>	<i>6 Jul 2011</i>
<b>L&amp;M</b>	Ambition and Prioritisation	Charles Cardiff	<b>David Moir/ Bev Smith</b>	<i>6 Jul 2011</i>
<b>L&amp;M</b>	Governance	Lynne George	<b>Anthony Bravo</b>	<i>6 Jul 2011</i>

**L&M** Leadership & Management  
**ELM** Every Learner Matters  
**QOP** Quality of Provision

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## MEMBER CORPORATE AND CURRICULUM LINKS

<b>Corporate Depts</b>	<b>Champion</b>	<b>Management Link Officer</b>	<b>Corporation Reporting Meeting</b>
Estates & Facilities	Mary Orsborn	<b>David Moir/</b> Hazel Jones	<i>6 Apr 2011</i>
Finance	Lynne George	<b>David Moir/</b> Brian Theobald	<i>6 Jul 2011</i>
IT	Joanna Miller	<b>Ian Ward</b>	<i>6 Apr 2011</i>
Marketing	Rob Munson	<b>Alan Gwyer/</b> Alison Pike	<i>15 Dec 2010</i>
HR	George Batho	<b>Sarah Meeson</b>	<i>6 Apr 2011</i>
Student Services	Donna Kitchen/ Student Member	<b>Lynda Pickering/</b> Ina Green	<i>15 Dec 2010</i>
Student Admin/ Customer Services		<b>David Moir/</b> Shirley Parker (Alan Gwyer)	
LRC	Julie Churcher	<b>Lynda Pickering/</b> Melanie Maloney	<i>6 Jul 2011</i>
<b>Curriculum Depts</b>			
Construction & Interior Skills (HOD 1)	TBA	<b>HoD/Philip Davey/</b> Beverley Smith	<i>6 Jul 2011</i>
Learning Development ALS/Functional Skills (HOD 2)	Lynden Jones	<b>HoD/Lynda Pickering/</b> Philip Davey	<i>6 Jul 2011</i>
Learning Development ESOL/Languages (HOD 3)		<b>HoD/Philip Davey</b>	
Health, Care, Early Years, Applied Science (HOD 4)	Liz Stuart	<b>HoD/Philip Davey/</b> Beverley Smith	<i>6 Apr 2011</i>
Business Unit & Adult Educ	Mike Howe	<b>Philip Davey/Beverley</b> Smith/Alan Gwyer/ Lorraine Heath	<i>15 Dec 2010</i>
Engineering & Automotive Technologies (HOD 5)	Gary Livingstone/ Ron Young	<b>HoD/Philip Davey/</b> Beverley Smith	<i>6 Jul 2011</i>
Creative Arts & Technologies (HOD 6)	Pam Woolgrove	<b>HoD/Philip Davey/</b> Beverley Smith	<i>6 Apr 2011</i>
Hair, Holistic & Beauty Therapy (HOD 7)	Charles Cardiff	<b>HoD/Philip Davey/</b> Beverley Smith	<i>6 Jul 2011</i>
Business, Leisure, Hospitality & Professional Studies (HOD 8)	Andrew Bishop	<b>HoD/Philip Davey/</b> Beverley Smith	<i>6 Apr 2011</i>