

BARTON PEVERIL COLLEGE

Governor Visiting Scheme (V2)

Key characteristics:

- A responsive scheme that will offer all areas of the College and its activities to Governors wanting to extend their experience
- A revised scheme that will address perceptions that some areas are more interesting to Governors, or are favoured through having a Link Governor
- A scheme focused on a listening and observing role and extended to include discussions with senior management on each Visit

Key change:

- Governors will no longer be personally 'linked' with a particular area but will be encouraged to build up a 'portfolio' of experiences across the College which they can share with their colleagues
- Governors will be given an application form annually at the beginning of the academic year and encouraged to visit in the Autumn and Spring terms

Purpose:

1. To enable Governors to assess the ethos, and the educational character of the College for which they have a statutory responsibility
2. To broaden Governors' knowledge and understanding of the College estate, the staff experience and the student experience
3. To demonstrate Governor interest in and contact with staff and students
4. To contribute to the pool of knowledge held by the Corporation as a whole

Description:

The Scheme will offer a combination of bespoke visits and events.

A. Bespoke visits

These will be organised with the Clerk and will be of a length to suit Governors and the Departments visited. The Clerk will liaise with the appropriate member of the Senior Leadership Team (who is responsible for the chief area(s) to be visited) who will shape the visits in the most useful way. Governors can visit singly or in groups as they wish. The Morning Briefing for staff makes a good starting point for a Visit but it can be arranged to cover any time of the College day.

The Governor's role is to listen and observe. Each bespoke Visit will end with refreshments with the Principal or a Vice Principal – a 'debrief' that is intended to be mutually informative and to offer an important chance to 'unpick' what has been observed.

Governors will be encouraged to experience more than one area on their Visit if at all practicable. Visitors will report to the Search and Governance Committee on their experience, verbally or in writing, and through the Committee to the full Corporation.

B. Events

These could include:

- Lunch with the Student Committee or attendance at the weekly Committee meeting
- The Annual Governor Visits Day
- Lunch with the Senior Leadership Team (new Governors in particular, but not exclusively!)

- Events such as the Celebration Evening, the Art Shows, the Fashions Shows, and Drama productions
- Open Evenings
- Observing Student Recruitment
- Other formats as requested by Governors

These experiences will be shared with colleagues at Corporation meetings

Impact on Teaching and Learning

- Visiting will help Governors to understand the teaching and learning initiatives being introduced in the College
- Visiting will inform Governor decision making on matters which affect teaching and learning

Documentation (appendices):

1. Guidance Sheet for staff and governors
2. Sample Feedback Form
3. Request Form

Appendix 1

Governor Visiting Scheme

Guidance for both Staff and Governors

The 2009-2010 Academic year sees the introduction of a revised scheme for Governor Visits. Governors believe it is important for them to visit the College for the following reasons:

- to enable them to assess the ethos, and the educational character of the College for which they have a statutory responsibility
- to broaden their knowledge and understanding of the College estate, the staff experience and the student experience
- to demonstrate Governor interest in staff and students

The Governor role during a Visit is to listen and observe. The Corporation has moved away from 'linking' with set areas of college activity so as to broaden its contact with staff and students, and to avoid favouring, or inadvertently championing any area.

Governor knowledge or experience of this sector varies according to their background and length of service with the Corporation. They will often understand the intricacies of funding, politics and the strategic development of sixth form Colleges nationally but know comparatively little about the challenges of classroom management or the administration of admissions. It is helpful for both staff and Governors to acknowledge this.

Governors may ask (many!) questions, but they will not judge what they observe. Classroom visits will be non-participative unless Visitors are drawn in by the staff involved. After a Visit, Governors will share what they learn with the Corporation through a report to the Search and Governance Committee: that report is open. A model report in the Governors' section of the intranet indicates the sort of experience that Governors have enjoyed in the past and the information they have passed on.

Governors will indicate to the Clerk the areas they would like to visit and how much time they can make available. Governors repeatedly comment on the burden they know their visit places on the organisation, and they acknowledge the efforts made on their behalf with thanks.

Clerk to the Corporation
September 2009

(Excerpts from previous Link reports have been used, in italics, to demonstrate the example. However, note that Visits can be of any duration, even an hour or two if that is all that is available and should span several College activities – here one visitor observed a tutor group as well as a Department.)

GOVERNOR VISITING SCHEME

Feedback to the Search and Governance Committee

(email to the Clerk)

Visit on:

Areas seen: *Computing/ICT/Business Studies/LRC*

Agenda (one example):

- *Meeting head of faculty Kathy Clarke*
- *Observing an A2 Computing lesson*
- *Observing an A2 Single Applied ICT practical*
- *A discussion with teaching staff on courses offered*
- *Observing a tutor group*
- *Lunch with Kathy Clark and two Course Co-ordinators to review the morning*
- *Observing an A2 ICT practical*
- *A discussion with Jonathan Prest on the whole experience*

Did the arrangements go well?

A terrific agenda which gave me the opportunity to see real action at the coal face, and a tutorial/ I thoroughly enjoyed the visit, even understood some of the material that was being taught!/ I'd hoped to see a Dance class: perhaps next time?/Staff very generous with their time

What would you want to share with Corporation members?

I found, as I anticipated, a big difference between the very controlled, business training world for adults that I have had some experience in, and the more informal college education environment for teenagers here at Barton Peveril./ The students have to do 6 projects to receive their award so this could certainly not be seen as an "easy option./ Interestingly, someone from Learning Support was in with the class./ I had some time to spare. I spent some of this in the Learning Resource Centre. I am amazed at what resources there are and impressed that there were students in there using the books and working hard (on a Wednesday afternoon)/The range of enrichment activities is considerable and came as a surprise

What were the outcomes?

Kathy has offered me another visit at a different time in the college yearly cycle so as to experience a different flavour of the coal face activities/I'd like to know more about EMA – is that possible?

GOVERNOR VISITING SCHEME Request Form	NAME:
Is there a specific date and time that you want to Visit? YES/NO	If YES, give details here:
If NO, please offer as much general availability as possible:	Any other comments?

Overleaf is a reminder of areas of activity in the College. Please indicate below three areas you would like to visit so that we can put together a programme for you. It will be affected by when you are available and what is going on in College at that time, but we'll do our best to make it interesting and comprehensive, with a chance to meet Jonathan or a member of the SLT to answer any questions at the end.

1	2	3
I'd particularly like to ...	I'd particularly like to ...	I'd particularly like to ...

Return this form to the Clerk.

BARTON PEVERIL COLLEGE Areas of Activity (Visiting Scheme)

SENIOR LEADERSHIP TEAM		PAs		Reception	
Jonathan Prest, Principal	2201	Alison Mortimore, PA to JP	2202	Denise Horner	2200
Pat Mullins, VP	2204			Mel Weatherington	2300
Nigel Groves, VP	2205	Danielle Tucker, PA to Mark and Mandy	2318	Clerk to the Corporation	
Mat Chart AP	2705				
Mark Henderson, AP	2212	Joan Miles, PA to Nigel and Mat	2218	Ros Medd	2229
Mandy Wood, AP	2285				

FACULTIES						
	HEAD OF FACULTY		STUDENT PROGRESS MANAGER		FACULTY ADMINISTRATOR	
Arts, etc	Penny Edwards	2286	Denise Wrigglesworth	2311	Sarah Sullivan	2216
Business, etc	Nick Colburn	2262	Sharon Tanner	2302		2316
Humanities	Steve Mukherjee	2276	John McLearnie	2294	Christina Marshall	2222
Maths, etc	Kathy Clark	2266	Andy Parkinson	2703	Vanessa Gray	2322

DEPARTMENTS									
<i>Adult Learning Fac</i>		<i>Art</i>		<i>Business etc</i>		<i>Drama & Music</i>		<i>English & Media</i>	
Julie Stickland	2215	Lynn Milton	2278	Shaun Ritchie	2319	Fiona D-Jackson	2284	Nicola Carcone	2292
Elizabeth Caush	2226	Rob French	2278	Julie Legg	2319	Debbie Hewett	2284	Adrian Kelly	2721
Admin	2225	Joel Horner	2278	Jo Judd	2273	Vicky Sheath	2716	Adrian Waters	3130
Admin	2324	Dee Wilby	2291	Voc Bus WRm	2319	Gary Williams	2269	Workroom	3130
Admin	2325	Workroom	2702						
<i>Geography</i>		<i>History/Law/RE</i>		<i>Languages</i>		<i>Maths & ICT</i>		<i>PE</i>	
Carolyn Avery	2275	Mark Robinson	2282	James Underwood	2330	Paul Watson	2267	Andrea Griffin	2700
		Mark Gainey	3100	Workroom	2274	Angie Beckett	2344	Workroom	2268
		Ann Radford	2282			Tina Browning	2708	Sue Stanley	2326
		Steph Cussen	3092			Sue Ray	2726		
<i>Health & Social Care</i>		Workroom	2289			Fabrice Blum	3154	<i>Politics</i>	
Julia Brudenell						Andy MacKenzie	2726	John Vaughan	2319
						Imogen Lloyd	3031		
<i>Psychology</i>		<i>Sciences</i>				<i>Sociology</i>			
Carol Waters	2290	Biology	2288	Chemistry	2287	Physics	2281		
		Jo Dunne	2288	Andreas Bubel	2287	Rob Hayter	2281	Alex Baker	3092
		Work room	2321						

STUDENT SUPPORT SERVICES						
LEARNING RESOURCES		STUDENT SERVICES			REGISTRY	
Nicky Swainson	2213	Deb Collins, Manager	2211	Andrew Cowley Manager	2203	
		Anne Platt, Team Leader	2327	Jenneffer Key, DBA	2310	
LEARNING SUPPORT		Carole Bligdon, Administrator	2305	Records	2309	
Jane Hosmer	2296	Steven Hodge, Administrator	2331	Ruth Chalmers, EMA	2310	
	2349	Mo Latham, Careers & Work Exp	2297	Tricia Chance, Exams	2217	
		Sarah Dobbs, Careers & WE Asst	2297	Sue Slade, Records	2309	
		Clare Francis, Health	2263	Jayne Ward, Exams	2217	

SUPPORT SERVICES							
ESTATES		FINANCE		IT		PERSONNEL	
Steve Vincent	2303	Jess Miles Director	2206	Chris Cheetham	2307	Cristine Spires	2308
Estates Office	2208	Jackie Court	2293	Help Desk	2221	Anne Mills	2280
		Angie Masters	2209	Technicians	2224	Sara Coe, Payroll	2732
MARKETING		Ruth Melton	2320	Adam Quantrill	2265		
Claire Johnson	2227	Janet Stanton	2209	Russell Thorpe	2734	CATERING	
		Gloria Young	2214	Andy Taggart	2357		2219
				Paul Green	2709	REPROGRAPHICS	
							2264