

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

Link Member Role 2024/25

Thank you to all of you for participating in this process – link managers appreciate your time and the benefits they get from this.

Link managers have been asked to contact you to arrange the first meeting in the autumn term. The focus of the faculty meetings will normally derive from the following elements:

- a tour of College facilities
- discussion of:
 - major curriculum developments
 - standards of retention, achievement, and success
 - student recruitment levels
 - student progression and careers
 - equality and diversity issues
 - the student experience
- employer engagement and impact on the curriculum
 - discussions with staff and students to aid governors understanding of the curriculum, the student experience and the College's progress towards achieving its strategic objectives
- consideration of the College Self-Assessment Report and Quality Improvement Plan
- learning walks

Link governors will also be invited to attend events such as awards ceremonies, student shows and exhibitions etc. Also, this year, link governors will be invited to focus group meetings.

There will be a slightly different focus for the other areas:

Safeguarding, Equality & Diversity and Careers – how the college is meeting the statutory requirements, progress with careers guidance etc.

Quality – review of quality across the college – what's going well, issues and concerns, key challenges, key priorities, data etc.

Teaching & Learning – review of T&L across the college, what's going well, support for teachers, new initiatives, key priorities, key challenges, concerns etc.

Digital Innovation – new initiatives, how supporting teaching and learning, what's going well, challenges, concerns etc.

I have attached a summary outlining the role of the link governor which includes the visit report template (appendix A). After each meeting, the link manager will complete the visit report (attached as a separate document on this email), send it to you for approval and 'sign-off' before submitting to Simon.

If you have any queries or need any more information, then please let me know.

Lorraine Heath

Deputy Principal, Curriculum, Performance and Innovation

Basingstoke College of Technology Corporation

The Role of the Link Member Guidance for Corporation Members

ROLE OF LINK MEMBER

The Corporation (through the Deputy Principal Curriculum, Performance, and Innovation (DPCPI)), agrees the link areas for Members prior to the commencement of each academic year. Link Managers will agree the dates for visits with governors commencing in the Autumn Term. A record of all visits should be made by the Members and forwarded to the Clerk as soon as possible after each visit.

Activities and purpose of each visit may not be the same for all 'links' but might include:

- Making focused visits to the College
- Exploring specific aspects within the link area to gain deeper understanding of relevant issues
- Establishing regular contact with the Head of the link area each Member is attached to
- Providing support and encouragement and a listening ear for staff member with whom they are linked
- Monitoring provision of equipment and use of the College facilities
- Attending relevant training, including relevant INSET days
- Becoming familiar with areas within the College Strategic Plan
- Reporting back, following visit, making recommendations as appropriate either via committees or full Corporation meetings
- Keeping abreast of developments both local and nationally

Corporation Members are busy people and may find it difficult to visit the College during the working day. If the links are to be productive, Members must find an efficient way of "fitting it in" and, most importantly, the managers/lecturers need to be prepared and fully informed about the purpose of these links.

**The role of the 'Link Governor' is NOT to supervise or line manage College staff
this is the responsibility of the Principal and senior staff.**

The benefits of links are far reaching, and:

- Allow Members to see first-hand the resources used in the College, the fabric of the buildings etc, so that they can make informed decisions about future budget allocations
- Constitute part of a strategy to monitor and regularly evaluate the progress of the College Strategic Plan
- Are a means to build up relationships, based on mutual trust and respect
- Provide Ofsted with concrete evidence about the involvement of the governors in the College
- Contribute to inform the College self-assessment process

Perhaps the most important thing required for the links to work is goodwill both on the part of managers/lecturers, who have no contractual obligation to liaise with individual governors, and on the part of Members, who, as volunteers, have no contractual obligation at all (but do need to fulfil their monitoring and evaluating roles).

Corporations that have established effective link roles have an improved understanding of how the College works, its strengths and weaknesses and will improve their effectiveness in addressing College improvement issues. Ofsted will work on the assumption that Members know the strengths and weaknesses and will 'test' that assumption during the inspection.

OBJECTIVES

The central objectives of being a curriculum link governor are to provide Members with:

- an insight into curriculum and support areas.
- a better understanding of the way in which Corporation strategic decisions impact on provision at an operational level; and
- the opportunity to meet subject leaders and thereby become more acutely aware of the impact of actions taken to raise achievement and tackle any underperformance.

These objectives are one of the ways the Corporation can discharge its duty to 'oversee College activities'.

The Corporation also recognises the benefits of linking Members with areas of College activity, which are:

- extending their knowledge of staff, students and the breadth of curriculum delivery and other provision.
- familiarising them with the College's physical environment.
- providing them with an opportunity to meet with staff and students.
- assisting them to develop in-depth knowledge of areas of College activity, including quality issues and targets.
- providing them with opportunities to use their skills and experience to benefit the College directly and add value.
- increasing the opportunities for each Member to support the College.

HOW THE SYSTEM WORKS

Corporation Members will be assigned to a curriculum link area which will change periodically as determined by the Corporation and the DPCPI. Links will be changed to allow Members to maximise their exposure to different College areas and to extend their knowledge of College operations.

Members should ensure that link meetings:

1. have clear agendas or objectives which are agreed with staff links.
2. enable them to make a useful contribution.
3. achieve the objectives and realise the benefits of the system.
4. enable them to have contact with other staff in addition to their staff link.
5. offer flexible arrangements suited to their individual needs.
6. are limited to one- or two-hours duration.

The focus of the meetings will normally derive from the following elements:

1. a tour of College facilities
2. discussion of:
 - a. major curriculum developments
 - b. standards of retention, achievement, and success
 - c. student recruitment levels
 - d. student progression and careers
 - e. equality and diversity issues
 - f. the student experience
3. discussions with staff and students to aid Members understanding of the curriculum, the student experience and the College's progress towards achieving its strategic objectives
4. attendance at Awards Ceremonies, Open Days, student shows and exhibitions
5. consideration of the College Self-Assessment Report and Quality Improvement Plan

LIMITATIONS OF THE SYSTEM

Whilst the development of links between Members, staff and students aims to improve Members' ability to discharge their responsibilities effectively, it should not lead Members into areas of decision-making which are matters for the College's professional managers.

The role of the link governor is to **NOT** lobby on behalf of a particular area of College activity that Members are linked with. Members should be careful to ensure that their actions are seen as increasing their understanding of a particular area of provision and not 'inspecting' it.

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

Where a meeting results in a Member having concerns about what has been found, these concerns should be brought to the attention of the Principal in the first instance and then to the Chair of the Corporation.

The visits specifically do not include:

- any element of assessment of teaching
- reports on any individual

In accordance with the Code of Conduct, Members are free to attend the College where they are responding to an invitation from the Chair of the Corporation, the Principal and the management team or the Clerk. Members should also be aware that any requests of College management which go beyond the key objectives of the system as identified above should be routed via the Principal.

The fundamental position is that Members are responsible at the strategic level and in monitoring the achievement of the College strategic objectives and should not become involved in dealing with individual complaints.

ARRANGEMENTS FOR VISITS

It is the joint responsibility of the link-department Head to arrange meetings, ideally a minimum of two per academic year. Members contact details will be provided for this purpose.

Members should advise the Clerk of the dates and times of proposed meetings.

Members and their staff link are asked to honour arrangements as far as possible and advise the Clerk if visits have to be changed.

FEEDBACK

Feedback will take place in the following ways: the achievement of link meetings and activities will be reported via the Clerk to the Curriculum & Quality Committee:

- Members and their staff link should provide each other with feedback at the end of each meeting
- Link Managers will complete the form at Appendix A and agree with their link governor and return it to the Clerk. This will then be provided to the Curriculum & Quality Committee to assist with its review of the systems, and also to the Principal and the DPCPI
- Members will also be asked to feedback on their link experiences during their appraisal and to consider which future links would assist with their learning and development needs

OFSTED

Inspectors do not assess link roles individually. However, the link governors that Ofsted inspectors meet with should be prepared to talk about their role and what they have learnt about their area.

Inspectors may also look for evidence in Corporation documentation, such as minutes and visit reports, that the link governors are involved with and active in.

Key knowledge that inspectors will look for:

- Whether provision is good and what needs to be improved
- The quality of teaching, how performance management is used, what is being done to recognise and reward good lecturers, and what is being done to tackle underperformance
- Data and the comparative performance of the College in relation to similar colleges
- What lecturers and students think of the area

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION
LINK-GOVERNOR VISIT REPORT

Name:	Date of Visit:
Curriculum Area and focus of visit	
Teaching and Learning Walks – What did you see? Eg. behaviours and attitudes	
Curriculum Developments	
What's Going Well	Concerns
Employer Engagement and Impact on the Curriculum	
Signed:	

Please forward a copy of the completed Appendix A to the Clerk to the Corporation who will report to the Curriculum & Quality Ctte, the Principal and the DPCPI

Link Governors 2024-25

Area	Governor	Link Manager
Foundation Learning & Student Voice	Priya Brown	Alexis Smith
Safeguarding, Equality & Diversity & Careers	Steve Fussey	Alexis Smith
Faculty Area – Construction/FSC	Martin Slatford Kevin Croombs	Steve Gilder
Faculty Area – Vicki Quilter <i>Hair & Barbering, Beauty Therapy, Art & Design, Media & Games, Healthcare, Early Years, Hospitality and Access to HE</i>	Charles Cardiff	Vicki Quilter
Faculty Area – Shane Munford <i>Engineering, Automotive</i>	Dave Murray Martin Slatford	Shane Munford
Higher Education & Adult Learning	Pam Woolgrove	Michelle Tejevo
Faculty Area – Sophie George <i>English & Maths, Business, Sport, Public Services, Travel & Tourism, Computing & Animal Management.</i>	Beryl Huntingdon	Sophie George
Quality	Nicole Martin	Claire Scott
Teaching and Learning	Colin Willoughby	Scott Hayden
Digital Innovation	Charles Cardiff	Scott Hayden
Aspiral Learning	Mike Howe	Pamela Davies (interim)