



Effective Governance Case Study 3

Policies, Systems and the Student Voice

Summary

This case study explains how a National Leader of Governance (NLG) can provide support in ensuring a college has the right policies and that the governing body is able to monitor their implementation effectively.

Code of Good Governance

This case study underpins principal responsibility 3 – Policies, Systems and the Student Voice.

Issue to be resolved

The governors had three questions:-

1. Do we have the right policies?
2. Are they being implemented?
3. Are we monitoring them effectively?

Context

A medium sized college (graded 2 by Ofsted). The governors, having had a discussion about PREVENT, were starting to think about all the other policies they had signed off. They were not sure if they had in place all the policies that were expected of them. Their concerns were not just about the main college but also about their 14-16 studio college and sub-contracting partners.

Methodology

The clerk contacted the Association of Colleges (AoC) Governance Unit and asked for an NLG who had practical experience of running an organisation as well as being a chair. An initial telephone conversation with the clerk and chair resulted in the NLG agreeing in the first instance to do a desktop piece of work on their existing policies. She asked the clerk to supply a full list and copies of all policies/processes that had been agreed over the past 4 years.

The clerk reported back that there was no master list held at either governing body or at executive level and so one would need to be created.

The NLG agreed with the clerk that the clerk should do this over the next month. The NLG said she would provide a template to help the clerk collect the required information (see Annex 1) and speak to the principal so that the task could be shared with responsible senior team members (for example, the Head of Teaching and Learning to supply a list for the policies in that area).



The draft master list was compiled and sent to the NLG. This draft included policies on teaching and learning and safeguarding but was patchy on admissions, financial and data reporting. The list did not include the responsible owners as that was not a term used in the college. The NLG spoke to the principal who was very open to a more rigorous form of recording and reporting.

Findings and Actions

From the information sent to the NLG by the clerk, it was clear there was no regular reporting on the impact of the policies and, although most of the statutory elements were being covered (such as receiving accident reports) there was nothing on student complaints. There was no overall list and no means of knowing whether the policies were being communicated to those who provided off-site provision.

Results

The principal and senior team agreed that they would take this work forward. The NLG arranged a meeting with governors and the senior team prior to a governing body meeting. She explained her findings and the action that had been agreed with the principal and senior team, and presented a format that she thought they could use as a monitoring tool and asked whether that would provide them with the information they needed.

Conclusions and next steps

The governors are now more assured they have policy implementation covered and a system in place to monitor the impact of each policy. The senior team were very open and have now adopted a monitoring system operating at programme level.

References and useful material

[Statutory Policies for 16-19](#)

[Counter Terrorism and Security Act 2015](#)

[Prevent guidance](#) consultation

[‘promoting British Values’](#).

[More Policies, Systems and the Student Voice governance resources](#)



Annex 1 - Policy Template

Number	Policy	Responsible Owner	Date approved	Date Revised	Partners operating	Risk level