

GOVERNOR TRAINING, DEVELOPMENT AND INDUCTION POLICY

1. Aims and Objectives

The College Corporation is committed to ensuring that:

- High quality training and development arrangements are available both for individual Governors and for the Governing Body as a whole so that collectively the Corporation has the necessary skills and understanding to fulfil its responsibilities under the Instrument and Articles of Government.
- Training and development activities provided by the College will be geared to the needs of individual members and will address the key issues affecting the Corporation and the College.
- Effective induction arrangements are in place to ensure that new Governors are introduced to the work of the College and understand their roles and responsibilities to enable them to make an effective contribution to the work of the Corporation.

2. Induction for New College Governors

Aims

To provide new Governors with:

- an overview of the role and responsibilities of the Corporation and individual Governors;
- an understanding of the College, including educational character, students, staffing, management structures and systems;
- an understanding of the Further Education sector including the context and framework within which the College operates;
- an understanding of the respective roles of the Corporation and the College Executive (governance and management).
- an understanding of the role and responsibilities of the Clerk to the Corporation;
- an introduction to College and Further Education finance and funding.
- an opportunity to meet College managers and staff and to visit the College campus and sites.
- an understanding of equality and diversity issues and safeguarding (including Prevent) responsibilities

See Annex 1 for a checklist of compliance to this policy.

Information

All new Governors receive an induction pack on appointment and are provided with access to information through the Governor Portal, which includes:

- Instrument and Articles of Government
- Schedule of Business, including meeting dates
- Corporation and Committee Minutes, Standing Orders for the Corporation and its Committees, Terms of Reference
- Financial Memorandum
- Financial Regulations

- College Strategic Plan
- Quality Strategy
- College Annual Report and Financial Statements
- Code of Conduct
- College Policies (including Equality and Diversity, Safeguarding and Health and Safety) Self Assessment Report
- Association of Colleges (AoC) Governance Resources
- Details of procedure for claiming out of pocket expenses

Paperwork to be returned

- Register of Interests Form and Guidance notes
- Declaration of Eligibility
- Code of Conduct for Governors
- DBS check
- Skills Audit

Activities

- As part of the recruitment process potential Governors to be offered the opportunity to visit the College and meet other Governors, the Clerk and Principal to gain an insight into the role.
- New Governors to be provided with the opportunity to visit the College Buildings and to meet staff.
- The Principal to lead an informal presentation covering management structures and also the management challenges and current issues facing the College.
- Members of the Senior Leadership Team to meet new Governor and provide an overview of their role, remit and area of activity within College.
- The Clerk to outline the role and responsibilities of the Corporation and its Committee structure.
- New Governors to be offered access to an experienced Governor to act as a mentor.
- External induction and training and other events of relevance to new members will be circulated and arrangements made for attendance. For example, the AoC West Midlands Governance Programme events and NUS Induction events.
- A 'Buddy Governor' to be assigned (optional)

3. Training and Development Opportunities for the Corporation

The Clerk will circulate a skills audit and training questionnaire annually to all Governors in order to assess individual training needs. This information will be supplemented with any issues which arise through the Corporation self-assessment, discussion at meetings, meeting feedback and current issues arising.

Activities

Training and development activities available to Corporation members will include the following:

- Governors' Annual Planning Event
- Governors' Workshops
- Training on Safeguarding, Prevent, Equality and Diversity and Health and Safety to be provided at Induction and on a three-year basis.
- Governor Insight Scheme which provides access to a range of opportunities to enhance understanding of the College and gain assurance about processes. For example, attendance at SAR validation events; Quality Reviews; Student Senior Leadership Team meetings; Accompanied Observation of Teaching,

Learning and Assessments; Accompanied Learning Walks. These can be carried out remotely where appropriate and possible to do so.

- Presentations on topical issues and in response to specific training needs identified
- Presentations prior to Corporation meetings and incorporated into Committee meetings where relevant
- Individual training with a suitable trainer may be offered to Governors on one-to-one basis
- On appointment to a committee, an introduction to the role and work of the committee to be provided
- Attendance at external conferences and events relevant either to Governor role generally or to specific roles, such as membership of a particular committee, Staff or Student Governor role
- Access to the Student Governor Support Programme
- Information about current issues relating to the sector made available to Governors as appropriate, for example, AoC governance resources, funding agency circulars, other publications and press cuttings
- College staff development events if appropriate
- Self study or wider discussion using materials such as the Governor Training Materials Modules

4. Monitoring

In order to monitor annual training and development activities the Clerk will maintain a record of Governors' training and induction undertaken; activities within the Insight Scheme and other activities.

A report will be made annually to the Governance and Search Committee.

Approved by the Corporation: 15/12/2020

Review frequency: Triennial

Kay Kavanagh
Clerk to the Corporation

Annex 1

Checklist for new Governor Induction

(To be completed within 2 months of appointment)

Governor Name:

	<u>Complete</u>
Required documentation	
Register of Interests Form and Guidance notes	
Declaration of Eligibility	
Code of Conduct for Governors	
DBS check	
Skills Audit	
Governor bio for the website	
Contact form	
Car Registration (for access to some College car parks)	
Activities	
New Governors to be provided with the opportunity to visit the College Buildings and to meet College managers and staff	
The Principal to lead an informal presentation covering management structures and also the management challenges and current issues facing the College	
Members of the Senior Leadership Team to meet new Governor and provide an overview of their role, remit and area of activity within College	
The Clerk to outline the role and responsibilities of the Corporation and its Committee structure	
New Governors to be offered access to an experienced Governor to act as a mentor	
New Governors to be assigned a 'Buddy Governor' (optional)	
Administrative tasks	
New governor appointments confirmed to HR	
Governors set up on systems: <ul style="list-style-type: none">• Access to Portal• IT hardware• College E-mail address	
Update Registration Numbers on system	
ID cards and lanyards issued	
Governor display boards at all sites updated	