

POLICY ON GOVERNING BODY MEMBER INDUCTION AND TRAINING

Background

The Governor at MidKent College are mindful of the need to keep themselves up-to-date with the Educational affairs of the College and general developments and initiatives in the Further Education sector. They recognised their responsibilities regarding the strategic business of the College and their collective duties as a Board as laid down in the Instruments and Articles of Government. They also recognise that the role is voluntary and although the pressures of their personal circumstances may affect the scope of training that is possible for them to undertake, there is an expectation that they will attend the pre-meeting training slots. Where relevant the cost of training will be met by the College.

1. Objectives

- 1.1 The Governing Body seeks to provide appropriate information and training to all Governor to enable them to carry out their duties and responsibilities effectively. The purpose of this Policy is, therefore, to:
- (i) Make explicit the vital process of inducting new members of the Governing Body into their new roles and responsibilities.
 - (ii) To ensure that the individual and collective training needs of all members are identified, regularly reviewed and addressed through suitable training and development events and activities.

2. Scope

- 2.1 This Policy applies to all members of the Governing Body.

3. Responsibilities

- 3.1 The Search and Governance Committee has lead responsibility for the oversight of induction and training on behalf of the Governing Body.
- 3.2 The Chair of this Committee works closely with the Clerk of the Governing Body to ensure that the procedures outlined below are regularly reviewed and effectively implemented.

4. Policy Statements

4.1 Governor' Personal Training Programmes

- 4.1.1 Every Governor will be required to complete a skills audit annually and new Governors will also be required to complete this when they are appointed. This audit includes any training requirements. The outcomes of the skills audit will support

membership and succession-planning and identify any key issues to be addressed through an agreed annual training plan for the Governing Body.

4.1.2 For issues which relate to individual Governors, the Clerk will ensure that the Governor has access to the full range of types of training and development activities. These may include:

- (i) Mentoring by a more experienced Governor.
- (ii) Documentation for reading and a range of self-development including the Governance training modules.
- (iii) The opportunity to participate in the Governor Informal visits (GIV).
- (iv) The opportunity to become a Link Governor
- (v) The opportunity to attend external training events.
- (vi) Governing Body/SLT Strategic Away Day

The Clerk will circulate details of all relevant courses to Governors as they become available. The Clerk will assist with application forms and other necessary arrangements. A training record shall be kept of all attendances at training events.

4.2 Personal Training Plans and Logs

4.2.1 An up-to-date record of Governor training and related activities will be maintained by the Clerk.

4.2.2 Governors should notify the Clerk of any development activity in which they engage and a log will be completed. The Clerk will be responsible for reporting on all training activities to the Search and Governance Committee.

4.3 Formal Induction

4.3.1 New Governors will be provided with an induction. The purpose of the induction process is to add to information provided prior to joining the Board. This is to enable the new member to assimilate quickly the context against which s/he will be asked to make decisions at Governing Body meetings. This will be a half day event and is designed to:

- Introduce them to College life.
- Provide information about the duties and responsibilities of Governor.
- Provide information about the College's strategic planning and funding processes.
- Develop their understanding of the College curriculum.

4.3.2 New Governors will be supported in induction by the Clerk. There will be access to:

- Opportunities to meet senior staff on a 1:1 basis to learn more about the College.
- A mentor Governor, arranged by the Clerk.
- Meetings with the Chair of the Board and Principal.
- Access to past minutes and related documents.
- Access to the range of Governor training materials.
- Relevant Governing Body information, including a schedule of meeting dates and Board members' pen portraits

- 4.3.3 The new Governor will have access to the Clerk and Chairman during their term of office and they will have an opportunity to review their first year with the Chairman.

The Principal, Staff and Student Members

- 4.3.4 The Principal's appointment is the only one that carries an ex-officio appointment to the Board. Where relevant and at the earliest opportunity after the appointment of a new Principal, the Chair of the Governing Body and the Clerk should meet the Principal to arrange a suitable induction programme. Bearing in mind that the person concerned will generally be familiar with most of the Governing Body Board workings from his or her experience of working in other further education establishments, the induction programme will be modified accordingly.
- 4.3.5 Where relevant, it would be expected that there would be some contact between the Chair of the Governing Body, senior managers and the incoming Principal between the date of the official appointment and the date when the new incumbent starts in post.
- 4.3.6 At the conclusion of the election of staff and student members, the Clerk will discuss a suitable induction programme for them. This is likely to be based on the guidelines set out in paragraph 4.3 above, but will be modified as necessary to take account of the existing knowledge of the institution and other relevant factors.

4.4 Governor Development Sessions

- 4.4.1 Formal Governor training slots will be scheduled before every Governing Body meeting where possible and included in the overall calendar for Governing Body meetings.
- 4.4.2 The College will also ensure that there are regular member briefings. The Principal and the Clerk to the Governing Body, have responsibility for updating members on important external policy matters. The Principal will identify key topics to report to members under the Principal report item at each meeting.

4.5 Governor Training Materials

- 4.5.1 There is a range of externally developed training resources and the Clerk will ensure that Governors have access to them. In addition, other training resources will be made available as required. Links to online training materials will be made available on electronic agendas when a relevant item is scheduled.

4.6 Links with Self-assessment

- 4.6.1 The outcomes of training and development and of the skills audit process will be used to inform the Governing Body's self- assessment.

5 Access to Policy

5.1 This policy is available from the Clerk to the Governing Body and on the College Intranet.

6 Policy Owner: Clerk to the Governing Body **Date:** May 2013

7 Approved by: Search and Governance Committee **Date:** 5 May 2015

8 Approved by Governing Body **Date:** 21 Oct 2015

9 Review scheduled: **Date:** May 2018