

# **POLICY AND PROCEDURE FOR THE INDUCTION AND CONTINUOUS DEVELOPMENT OF GOVERNORS**

Author: Clerk (JGEA) January 2019  
Approved by Corporation: 14 March 2019

## **CONTENTS:**

1. OUTLINE
2. SCOPE
3. INDUCTION
4. ONGOING GOVERNOR DEVELOPMENT
5. MENTORING
6. REVIEW, EVALUATION AND APPRAISAL
7. POLICY REVIEW

## 1. OUTLINE

This document sets out the College's general policy and procedure for the induction and continuous development of Governors. The College is aware of the time commitment required of Governors but believes induction and training is essential in order to support:

- Individual Governors, both new and experienced
- The overall effectiveness of operation of the Governing Board of Governors and its committees

The aim is to be flexible in order to take account of the needs of Governors (non-staff, staff and student) each of whom brings particular knowledge and experience – either professional or of the College – to the Governing Board.

It takes account of national guidance such as the AoC Code of Good Governance and the good practice of other institutions some of which has also been incorporated as appropriate.

This policy is designed to lead on from the Policy and Procedures for the Appointment, Re-appointment and Removal of Governors.

## 2. SCOPE

All new Governors are asked to undertake an induction programme on joining the Board of Governors. This is good practice and ensures that all new Governors are informed of the educational character, strategic direction and culture of the College.

New Governors will normally be allocated a Mentor on joining the Governing Board.

## 3. INDUCTION

Induction will begin to distinguish 'technical' and 'personal' skills – what knowledge the new Governor has and what he/she needs to know, and the 'softer' skills such as how to participate or manage meetings effectively.

### **Meeting with the Clerk to the Governors to include:**

- Governor roles and responsibilities
- Completion of the Register of Interests and other key documents
- The Articles of Association - *link to website*
- Members of the Governing Board - *link to website*
- Calendar of meetings - *link to website*
- The Scheme of Delegation – *link to website*
- Identification of the new Governor's induction and training needs

### **Meeting with the Chair or Vice-Chair to include:**

- The College's mission
- The role and responsibilities of the Chair
- Key issues
- The new Governor's contribution to the work of the Governing Board and the life of the College

**Meeting with the Principal to include:**

- The Principal's relationship with the Governing Board and the balance between strategy and management
- Management and broad organisational structure
- Key facts and the Principal's key issues

**4. ONGOING GOVERNOR DEVELOPMENT**

Governor training will focus around:

- Presentations preceding Corporation meetings
- Regular updates from the Principal about the sector and College developments and invitations to appropriate internal events
- The annual Governors' Away day
- Information about external seminars, conferences or publications which may be of interest to Governors
- Identification of any appropriate externally provided training

**5. MENTORING**

A Mentor is an experienced and trusted advisor and guide. Mentoring is part of the induction process and works in addition to, not instead of, other formal induction and development opportunities.

The essence of the mentoring process is that the experienced Governor makes time available to assist a new Governor in developing the necessary knowledge and skills to undertake the role effectively. Occasional face-to-face meetings are likely to be most effective but valuable support can be given by telephone, email, Skype or similar.

The Mentor is not required to train the new Governor or to provide explicit instructions. If the Mentor or the new Governor identifies training needs they should ask the Clerk how those can be met.

**6. REVIEW, EVALUATION AND APPRAISAL**

The Governing Board's Governance & Search Committee exercises general oversight of Governor recruitment and development. In addition, the Governing Board has a responsibility to monitor and periodically formally evaluate its overall effectiveness.

On completion of the training programme, the Clerk will ask new Governors to provide feedback on the overall effectiveness of the induction programme and to highlight any further identified training or development needs at that time.

The Governing Board has agreed that the Chair should undertake annual appraisals of Governing Board members, which can provide the opportunity for regular reflection and identification of training/development needs, as well as an opportunity for a general discussion on the Governing Board's operation in an informal setting.

**7. POLICY REVIEW**

This policy will be reviewed by the Governance & Search Committee every three years.