

# Governor Development Policy and Procedure 2023-24

## 1 Overview Information

<b>Lead Responsible:</b>	Clerk to the Corporation and Company Secretary
<b>Approval Dates for Revisions:</b>	
Academic Board/College Leaders	na
Equality Impact Assessment	
Governor Committee: AC/FR/AU/SG/ES	25 May 2023
Governing Body	12 July 2023
<b>Effective Date:</b>	13 July 2023
<b>Annual Review Date:</b>	Summer 2024
<b>Original Filename:</b>	<a href="#">z:\governance\library\policies and guidance\governor development - rev. summer\draft governor development policy 2022-23.docx</a>

## Context

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1. The Governors of the Corporation are mindful of the need to keep themselves up-to-date with the educational affairs of the Corporation and, generally, with development and initiatives within Further and Higher Education and all aspects relating to the strategic management of the Corporation. They also recognise their responsibilities regarding the business aspects of the Corporation (e.g. risk management, health and safety, strategic planning) and their collective duty as a Corporation laid down by the Instrument and Articles of Government.
2. Governors appreciate there are a variety of mechanisms which can be utilised to facilitate their training as governors and the requirement that such training be capable of audit by inspectors through an appropriate evidence file, of which this policy forms part.
3. Governors also recognise that the role of governor is a voluntary one and, accordingly, time pressure may affect the scope of training that it is practicable for them to undertake. Where relevant, the costs of all governor training sessions, wherever held and however constituted, can be met by the Corporation. Individual training records for Governors will be maintained by the Clerk and an overview presented to Governors annually.
4. Members will review their attendance at training events annually.
5. Members should request and receive additional training if they believe that they may not have fully met the intention of the policy in a specific year.
6. The Governors have agreed that their basic on-going training and relevant continuing professional development as a governor will be satisfied (not exclusively) by the following mechanisms.

## Induction period

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7. Chair/Vice Chair positions, membership to Committees and Link Governor roles may be agreed at the interview and recommended to the Board pre-appointment. Otherwise these additional roles will be scoped for suitability over the first year of appointment. This is expressed below as a 'new' position.
8. The below timing is a useful outline but remains flexible to the requirements of the Governing Body.

### **During 1st College Term**

9. Completion of all mandatory membership requirements.
10. Initial induction for new Governors to include access to Governance documentation, and courses and training materials from the Association of Colleges (AoC).
11. Meetings/tours with Senior Leadership Team (SLT) to familiarise Governors with the College .
12. To join any pre-agreed Committees or to observe, at least, one new Committee meeting with a view to becoming a member.
13. Completion of Safeguarding mandatory training.

### **From 2nd College Term**

14. Meetings between Governors, SLT and staff, where Governors can share their expertise, as appropriate, and express any interest in becoming a new Specialist Link Governor.
15. To formally join any new Committees.
16. Completion of all other online training sessions that are mandatory to staff, as appropriate to the role of Governor.

### **From 3rd College Term onwards**

17. To formally establish any new Link Governor positions.

## Annual Governor Reviews and Board Assessment

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18. Annual reviews to be carried out during the autumn terms:
  - a) Board Structure and Roles review
  - b) Board and Committee performance
19. Annual report on the effectiveness of the Board to affirm compliance, attendance and performance.
20. Annual report on the current skillset and training record of the Board.
21. Overview of Governor reviews and Board assessments, and any actions required, formally discussed at the autumn Search, Governance and Remuneration Committee, with any formal recommendations made to the autumn Governing Body.

## Training measures

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22. A minimum of two Governor training sessions per year (normally prior to Full Governing Body meetings).
23. Invitation to College tours and events, for learning and interaction with the wider College
24. Online training sessions that are mandatory to staff, as appropriate to the role of Governor.
25. Seminars offered by AoC or outside training providers on relevant subjects (to which Governors will be encouraged to attend).
26. Presentations at Corporation or sub-committee meetings by Officers/ Heads of School/Managers on specific topics/themes.
27. Receipt of FE and other appropriate newsletters and other material/information circulated to Governors either by the Clerk, Principal or SLT.
28. Occasional visits by sector representatives.
29. Members' own occupations and interests may include forms of training which have a relevance to their role as Governor, and members will inform the Clerk of such training that they may undertake so that it can be recorded (where appropriate).

## Governors' contribution to Board and College development

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30. Strategic planning day (held annually).
31. Governors to be encouraged to give presentations to the Board and the College, as appropriate to their skillset, specialism or for general academic reflection.
32. Governors to be encouraged to contribute to the College's website, as appropriate to their skillset, specialism or for general academic reflection.
33. Governors to recommend any potential new Governors, business contacts or other resources, they feel would be of benefit to the Board and College, to the Chair of Governors, Principal, SLT or Clerk, as appropriate. The Governor should declare their interest in any voting matters, arising from their recommendation(s), at the beginning of all relevant meetings.