



## Board of Governors

### Training Policy

This policy relates to all members of the Board of Governors and external co-opted members of the Board's committees.

The aim of this policy is to ensure that all members of the Board of Governors receive appropriate and effective induction and training in order that they are fully aware of the College's operations and facilities, the Board's responsibilities under the Instrument and Articles of Government, their wider responsibilities (e.g. health and safety, risk management, safeguarding, equality and diversity), the dynamic environment in which further education colleges operate and developments within the sector.

This policy should ensure that members can contribute fully to the work of the Board of Governors, its committees and the on-going development and success of the College.

It is recognised that the role of Governor is voluntary and therefore members' professional and personal commitments may impact on the training opportunities it is practicable for them to undertake.

The costs of governor training will be met by the College provided it has been approved, in advance, by the Chair or Vice-Chair. A register of training and development activities undertaken by members will be maintained by the Clerk to the Corporation.

Members training may be met by a number of mechanisms including:

- a) pre appointment documentation, information and meetings
- b) an induction programme for new members
- c) a tour of the College
- d) links to curriculum areas
- e) continuous self-development through governor training materials, educational literature, newsletters and briefings from external organisations
- f) briefings and reports from the Principal and Chief Executive
- g) presentations at meetings of the Board of Governors and/or its committees
- h) attendance at the Annual Strategy, Policy and Discussion Forum
- i) attendance at in-house workshops / training events
- j) attendance at external governor network meetings, workshops and seminars
- k) attendance at governance related National Conferences
- l) specific workshops/seminars requested by members or identified through the annual evaluation of the performance of the Board of Governors
- m) information accessible on the College's website and/or intranet
- n) pre meeting briefings (when requested)
- o) the Student Governor Support Programme
- p) professional training external to the College that is of relevance to the role of governor.

Members will be asked upon appointment and at least every two years thereafter to complete a training survey, which will identify training undertaken within the College, training undertaken external to the College but of relevance to the role of governor, and, a self-assessment of training requirements. This information will be used to inform a training plan.

#### Review of Policy

The Search & Governance Committee, on behalf of the Board of Governors, will review this Policy at least every three years.

ES/CSU  
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