



Board of Governors

Training Policy

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Department Area	Board of Governors
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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 Director of Governance.

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 (as at Annex 1)
- 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 Strategy/ Development Days
- 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
- q) Information on the GovernorHub, including:
 - AoC Chief Executive Weekly Newsletters
 - ETF Governance Development Programme

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Mandatory & Optional Training

All Governors are required to undertake regular, mandatory training:

- Safeguarding/Prevent – annually – **ETF Training module**
- Equality, Diversity & Inclusion - **Sandwell College via Smartlog (E&D Awareness)** (20-30 mins)
- Data Protection & GDPR – **Sandwell College via Smartlog (basic GDPR)**

Optional training:

- Health & Safety **at Work** – Sandwell College **via Smartlog** (20-30 Mins)
- GDPR for Education - Sandwell College **via Smartlog** (15-20 mins)
- Cyber Security Training - Sandwell College **via Smartlog NCSC** (~35 mins or 11mins - which)
- ETF Training Modules – Governance Development Programme

Typical duration for College modules: 20-30 mins

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

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

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Annex 1 Governor Induction Programme

Sandwell College Governor Induction Programme

Disclosure Barring Service (DBS)

As required by the DfE, all new Governors /Co-opted Committee members will be subject to a DBS check, with the exception of the Staff and Student Governors. This will be undertaken once a recommendation to appoint has been made by Search & Governance Committee, so that all checks are made prior to formal approval by the Board of Governors, where possible.

Should checks not be completed prior to the appointment being made by the Board of Governors, the Appointment Letter/Letter of Engagement will state that any appointment is “*subject to satisfactory checks being completed*” and the Director of Governance will endeavor to complete these checks as soon as possible, whilst keeping the Chair and Vice Chair of the Board of Governors informed.

Induction Plan Overview:

Stage 1: Within the first three months following your election

You will, or may already have:

- Received your **Appointment Letter/Letter of Engagement**, welcoming you to the Corporation and setting out key expectations and upcoming meeting dates – please sign and return at your earliest convenience.
- Received a number of documents for you to **sign and return**, namely:
 - Code of Conduct
 - Registration & Consent Form
 - Equality, Diversity and Inclusion (EDI) Form
 - Skills and Knowledge Survey

You will also be given a college email address and access to **GovernorHub**, our online portal for all governance matters. Here you will find:

- Meeting papers;
- Instrument and Articles of Government;
- Financial Regulations;
- Standing Orders;
- Governor membership and committee listings;
- The College’s latest Strategic Plan
- Self-Assessment Report and External Board Review
- Schedule of Business & Meeting Schedule
- Governor Training – such as the ETF Governance Development Programme

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In addition, you will be contacted by our HR team to complete a **DBS check**, which is a statutory requirement for all governors.

Stage 2: During your first College term

You will be invited to attend 'Introduction to College' sessions, including:

- A meeting with the Chair of the Board of Governors
- *The Role and Responsibilities of a College Governor* (delivered by the Director of Governance).
- A welcome session covering:
 - The College's Mission, Educational Character, and Strategic Plan (CEO & Principal)
 - College Finances, Funding and Resources (Executive Director of Finance & Resources)
 - Curriculum and Quality Overview (Deputy Principal Curriculum & Skills)

We will also be arranging the following:

- A professional photograph for College records
- Issue of your ID badge (once your DBS is completed)
- Allocation to an appropriate committee

In Your Own Time: You will be required to complete online **mandatory training** on:

- Safeguarding/Prevent – annually – **ETF* Training module**
- Equality, Diversity & Inclusion - **Sandwell College via Smartlog (E&D Awareness)** (20-30 mins)
- Data Protection & GDPR – **Sandwell College via Smartlog (basic GDPR)**

Further instructions and log-in details for the training will be provided separately.

* <https://etfoundation.co.uk/for-organisations/leadership/governance-development-pathway/governance-development-programme-gdp/>

Details will be provided on optional training such as:

- Health & Safety **at Work** – Sandwell College **via Smartlog** (20-30 Mins)
- GDPR for Education - Sandwell College **via Smartlog** (15-20 mins)
- Cyber Security Training - Sandwell College **via Smartlog NCSC** (~35 mins or 11mins - which)
- ETF Training Modules – Governance Development Programme

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Induction Plan

The Induction Plan incorporates all the stages of a new governor's induction and identifies who undertakes the role at the various stages, together with a record of when a task has been completed.

Name:

Date of appointment:

Term of Office:

New Governor Induction Plan	
Prior to Appointment	Date and Notes
Request completion of Application Form (if applicable), Equal Opportunities Form and Skills Assessment Form (if applicable)	
Seek References (if applicable)	
References obtained	
CV	
Pre meeting with Clerk/Chair/Principal/CEO and College Tour (if applicable)	
Search & Governance Committee Interview & Recommendation	
Board – decision	
Letter of appointment confirming Term of Appointment and requesting confirmation of eligibility and acceptance	
Receipt of eligibility and acceptance	
Stage 1: within one month of co-option or election	Date and Notes
Issue Welcome Letter to new governor and arrange first Induction meeting	
Send password email re GovernorHub	
College Username [enter code]	
College laptop required?	
- If yes, to call into College to pick up from IT Team who will also sort out access to College email accounts - if no, RL/IT Team to be asked to send SMS message to mobile re accessing email	
Introductory session with the Clerk to plan Induction, give access to GovernorHub, issue Identity Badge, information, including –	
- Instrument and Articles of Government; - Financial Regulations; - Standing Orders; - List of Governor membership; - List of committees; - Latest Strategic Plan.	
To sign and complete the following:	
- Declaration of Acceptance of Office	
- Registration and Consent Form	
- Register of Interest Form	
- Contact Details Form	
- Bio (for the web)	
- Code of Conduct	
- Equal Opportunities Form/EDI Profile	
- GDPR Privacy Notice & Consent Form (included as part of Letter of Engagement)	
- Keeping Children Safe in Education Part 1 Declaration	
- Skills Audit	
Roles & Responsibilities -	

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- Allocation to a Committee	
- Allocation to a Link area (together with and experienced governor in the first instance)	
Photograph arranged	
Allocation of Governor 'mentor'	
DBS Check undertaken	
Appointment to committees	
Issue of ID Badge (on receipt of DBS)	
Stage 2: within first College term	Date and Notes
'Introduction to College' sessions including:	
• The role and responsibilities of the College Governor (Director of Governance)	
• The College mission and educational character (CEO/Principal)	
• The College Strategic Plan (CEO/Principal)	
• College finances, funding and resources (Exec Director Finance & Resources - RP)	
• Curriculum & Quality (Deputy Principal Curriculum & Skills – AG)	
• Completion of on-line Mandatory Training Modules:	
o Equality & Diversity	
o Safeguarding (including PREVENT)	
o Data Protection/GDPR	
• The governors' responsibilities regarding Health & Safety	
• The governors' responsibilities regarding risk management and audit	
'Get to know you' session with the Chair of Corporation	
Stage 3: within first year	Date and Notes
Attend at least one meeting of a committee of which not a member	
Evaluation of induction by new governor	

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