

## Halesowen College Corporation Induction and Training Policy

### Purpose

Induction and training will be provided to enable governors to make an effective contribution at an early stage and to continue to meet their responsibilities with confidence. It is recognised that members are volunteers with demanding commitments, it is therefore intended that induction and training activities are flexible and arranged at times most convenient for governors.

Focus will be placed on

- Maintaining up to date knowledge of relevant Government, FE, local and College issues to enable governor contribution to the development and implementation of the College strategy.
- Maintaining understanding of and compliance with the legal framework in which the Corporation operates.
- Developing new skills and approaches arising from identified change and need.

### Method

- Newly appointed governors will be provided with a structured induction programme.
- Annual self-assessment of Corporation performance will result in a Development Plan.
- A training and information plan will arise from self assessment, induction or the course of carrying out the Corporation cycle of business. On-going training and development opportunities will be provided. These may take the form of in-house training sessions at monthly Corporation meetings, College training sessions as appropriate, external local and national conference events and use of online training materials.

### Responsibilities

The Search and Governance Committee monitor the adequacy and sufficiency of arrangements for Governor induction, training and self assessment.

By agreement, an experienced governor will act as mentor to a newly appointed governor for a period of twelve months.

## Induction Programme for Newly Appointed Governors

**Stage One – Information Gathering;** insight into the practical workings of both the Corporation and the College (usually conducted within the first three months).

- Meeting with Clerk of the Corporation to address Corporation Framework Documents and Administration
- Meeting with Chair of the Corporation to address the governance role
- Role of the Chair/Vice Chair/Committees/governors
- Members of the Corporation, the skills matrix and introduction to mentor
- The role of a 'critical friend' and effective governance behaviour
- Key governance issues
- Performance processes and individual training needs requirements
- Meeting with College Principal to address the strategic plan, priorities and risks
- Overview of the College
- College mission, values and strategic priorities (including financial health)
- The relationship between Principal and Corporation
- Key FE/local issues
- College Senior Management team and organisational structure
- SAR
- Meeting with Senior Management Team (as designated by Principal) to address areas of responsibility
- Mentor to be agreed

The mentor is not required to train the new governor; rather s/he is to be an experienced governor who makes time available to assist a new governor. *The mentor should take responsibility for introducing the newly appointed governor at their first Corporation meeting.*

**Stage Two– Good Governance;** to extend opportunities and review (usually conducted within the first six months)

- Committee Meeting Attendance

Newly appointed governors will be invited to attend one meeting of each of the Search and Governance and Audit Committees.

- Take part in Open Event(s)
- Undertake a Learning Walk

**Stage Three – Review** (usually conducted at approximately twelve months, as part of the Self Assessment cycle where appropriate).