

# **CITY OF WOLVERHAMPTON COLLEGE**

## **GOVERNOR TRAINING AND DEVELOPMENT POLICY**



### **Introduction**

Governors of City of Wolverhampton College are cognisant of the need to ensure that they equip themselves with the skills and expertise required to carry out their role and to keep up to date with the educational affairs of the college and generally with developments in the FE sector.

This can be achieved in several ways and the college is mindful that the role of the Governor is a volunteer one and, accordingly, time pressure may affect the scope of training that it is practicable to undertake.

### **Aims and Objectives:**

To provide high quality training and development opportunities both for individual governors and for the governing body as a whole so that collectively the Board of Governors has the necessary skills and understanding to fulfil its responsibilities under the Instrument and Articles of Government.

To tailor training and development activities to the needs of individual members and to address key issues affecting the Board of Governors and the College.

To provide effective induction arrangements to ensure new governors are introduced to the work of the College and understand their roles and responsibilities fully.

### **Training and Development activities**

#### **1. Induction**

- It is a requirement of appointment that new governors are subject to a DBS check
- Governors will be introduced to the College by meetings with the Clerk, the Principal and the Chair of the Board of Governors.
- On appointment Governors will be provided with a Governors reference file which includes the Instrument and Articles of Government and the Standing Orders.

The following will activities will take place as part of induction:

Activity	Purpose
Letter of appointment	Will confirm: Term of appointment Request confirmation of eligibility and acceptance, Declaration of interest and confirmation to abide by the Code of Conduct
Meeting with Clerk	To outline the governance processes and procedures and identify initial training and development needs.

Meeting with the Chair of Governors	To discuss key themes and priorities for the Board of Governors
Meeting with the Principal	To discuss key themes and priorities for the College.
Meeting with Senior Staff	Development session in relation to Finance and Quality of Provision
Tour of the College	Familiarity with the College estate
Development session Safeguarding and Prevent	Priority training and development
1 year review meeting with the Clerk/Chair	Review of first year in office/re appointment/additional training and development needs

## 2. Training and Development activities

Ongoing Training and Development activities will support governors in undertaking their role and can include:

- Briefing sessions from College managers on relevant issues including:  
Health and Safety  
Equality Diversity and Inclusion  
Prevent  
Safeguarding
- Two annual Strategic development sessions to discuss strategic direction, performance and to provide updates and training as necessary
- Board of Governors development session (off site)
- Governor link scheme
- Attendance at external events and conferences
- Access to the Governor Training materials for use by governors to work through at their own pace
- Governor newsletters to provide relevant updates
- Briefings by external organisations.

### **Monitoring and Review**

This operation of this procedure will be reviewed by the Clerk on an annual basis as part of the review of governance.

In order to monitor annual training and development activities, the Clerk will maintain records of training and development undertaken and attendance at events.

As appropriate members attending training and development activities will provide a written summary of key issues for dissemination to other members of the Governing Body.

Approved: