



Governor Training and Development Policy and Procedure

2026

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Review Date: June 2026

Next Review Date: June 2028

1. Introduction

The Board of Governors of City of Wolverhampton College recognises that effective governance depends on governors having the appropriate knowledge, skills, behaviours and sector awareness to discharge their statutory, regulatory and strategic responsibilities. Governors are both charity trustees and members of a statutory corporation under the Further and Higher Education Act 1992 and must therefore remain up to date with developments in further education (FE), public sector accountability, charity law and safeguarding responsibilities.

This policy reflects latest Department for Education (DfE) guidance for FE and sixth-form college corporations (updated December 2025), the Association of Colleges (AoC) Code of Good Governance (2024/2025 edition), and relevant statutory guidance including Keeping Children Safe in Education (September 2025).

2. Aims and Objectives

The objectives of this policy are to:

- Ensure that the Board of Governors collectively has the skills, knowledge and experience required to fulfil its core functions and statutory duties.
 - Support individual governors to develop and maintain the competencies expected of FE governors, aligned with the ETF Competency Framework for FE Governors.
 - Provide structured and effective induction for new governors.
 - Ensure governors receive mandatory and priority training (including safeguarding, Prevent and equality duties).
 - Embed a culture of continuous improvement and reflective governance.
 - Enable governors to provide effective challenge and support to senior leaders.
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3. Principles

Governor training and development will be:

- **Planned and needs-led**, informed by regular board skills audits and self-assessment.
 - **Proportionate and accessible**, recognising governors' time commitments.
 - **Aligned with statutory and sector expectations.**
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4. Induction of New Governors

Completion of induction requirements is a condition of appointment.

Pre-Appointment and Onboarding Requirements

- Enhanced DBS check.

- Declaration of eligibility, interests and acceptance of the Governor Code of Conduct.
- Confirmation of willingness to undertake required training.

Induction Programme

All new governors will follow a structured induction programme coordinated by the Head of Governance, which will include the following:

Activity	Purpose
Letter of appointment	Confirms term of office, eligibility, declaration of interests and Code of Conduct
Meeting with the Head of Governance	Governance framework, statutory duties, committee structure, training needs
Meeting with Chair of Governors	Board priorities, culture, expectations and effectiveness
Meeting with the Principal/CEO	Strategic priorities, performance, risks and opportunities
Meetings with senior leaders	Finance, quality, safeguarding and risk
College tour	Understanding the estate, provision and learner experience
Safeguarding and Prevent training	Mandatory priority training at induction
EDI briefing	Equality, diversity, inclusion and public sector equality duty
One-year review with Chair/Head of Governance	Reflection, continued appointment and development needs

Induction should normally be completed within the first **six months** of appointment.

5. Mandatory and Priority Training

Governors must complete and refresh the following training in line with statutory guidance and good practice:

- **Safeguarding and child protection**, in accordance with *Keeping Children Safe in Education* (updated at least annually).
- **Prevent duty and British Values**.
- **Equality, Diversity and Inclusion**, including the Public Sector Equality Duty.
- **Data protection and information governance** (including cyber security awareness).
- **Health and safety oversight**.
- **Finance and audit awareness** (particularly for committee members).

At least one governor should undertake enhanced training in:

- Cyber security and digital risk.
- Safeguarding leadership (normally the safeguarding link governor and Chair).

6. Ongoing Governor Development

Ongoing training and development will support governors in fulfilling their role effectively and may include:

- Briefings from senior leaders on strategic, financial and quality matters.
 - Regular updates on FE policy, funding and regulatory developments.
 - Two annual Board strategic development sessions.
 - Board development events (including occasional off-site sessions).
 - Committee-specific training.
 - Governor link roles and visits.
 - Attendance at external conferences, webinars and AoC/ETF events.
 - Access to online learning and self-directed development resources.
 - Governor newsletters and briefing papers.
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7. Board Skills and Effectiveness

- The Board will undertake a **regular skills audit** to identify collective and individual development needs.
 - Skill priorities will inform recruitment, succession planning and annual development plans.
 - Governor training supports annual board self-assessment and external reviews of governance effectiveness, where applicable.
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8. Roles and Responsibilities

The Board of Governors

- Is collectively responsible for ensuring its own effectiveness and capability.

The Chair of Governors

- Promotes a culture of continuous development and high governance standards.
- Supports individual governors in identifying development needs.

The Head of Governance

- Coordinates induction and training.
- Maintains accurate training and attendance records.
- Advises the Board on statutory and sector requirements.

Individual Governors

- Take personal responsibility for maintaining their competence and undertaking required training.
 - Share learning and insights from external events with the Board.
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9. Monitoring and Review

- The Head of Governance will maintain a training and development record for each governor.
- Training activity will be reviewed annually as part of the governance self-assessment process.

- This policy will be reviewed at least **every two years**, or sooner where there are significant changes to guidance or legislation.
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Approved by the Board of Governors:

Date: **July 2026**

Next review date: July 2028