

TRAFFORD COLLEGE
Governor Training & Mentoring Policy
(Updated January 2014)

Introduction

Members of the Board of the Corporation are aware of the need to keep themselves updated with the educational affairs of the College and with national developments and initiatives that may impact on the College and their role as a governor. Members also recognise their responsibility concerning the business aspects of the College and their collective duty as a Board of the Corporation as laid down by the Instrument & Articles of Government.

Individual members also recognise that there are a variety of mechanisms that will help in facilitating their continued professional development and assist with their familiarisation of the role and responsibilities as a member of the Governing Body at Trafford College. Governors also recognise the voluntary nature of their role, and acknowledge that other business and time constraints may affect the scope of the training and development that is practical to undertake.

Taking these factors into account, the Board of the Corporation of Trafford College have agreed that their on-going training and development needs will be met through the following mechanisms:-

Training and Induction

- 1 Initial induction for all new governors undertaken by the Clerk to the Corporation.
- 2 Induction in the following areas with members of the College's Executive Leadership Team: Strategy, Human Resources, Finance, Curriculum and Quality and Audit matters.
- 3 Annual attendance at the Governors' Development Day.
- 4 Presentations by Heads of Departments and external organisations at Board of the Corporation and Committee meetings.
- 5 Participation in the bi-annual Individual Non-Executive Governor Review Self-Assessment Process and the identification of Training needs arising from this process.
- 6 Attendance at seminars organised by outside bodies relevant to the business of the Board of the Corporation including induction for new governors.
- 7 Attendance at regular training events organised by the College.
- 8 Receipt of relevant and appropriate information disseminated by the Clerk to the Corporation.
- 9 Other appropriate forms of training as considered appropriate.

Mentoring for New Members of the Governing Body

The aim of the Governor Mentoring Process is to provide new governors with a known and friendly face and general support during their first year of Board Membership. An experienced governor will be paired with a newly appointed member for the purposes of supporting him/her in their new role.

The experienced governor will undertake the following activities:-

- Arrange a social meeting with the new governor to make initial introductions;
- Meet with the new governor before his/her meeting of the Board of the Corporation to go through the agenda and inform of meeting protocol;
- Be available, thereafter, as long as may be appropriate, to act as a sounding board and someone whom the new member feels comfortable to turn for help and advice.

Review of Board Membership

- Governor review with new board members should take place after 6 months of membership. The review should be undertaken by the Chairperson of the Corporation.