



Governor Induction Programme

1 Purpose

The purpose of induction is to enable any new Governor / External Member to make an effective contribution to the work of the Governing Body at the earliest possible stage. This programme ensures that the Governor has the relevant knowledge and information available at an early stage, so that an active part can be played in the decision making process.

2 Criminal Records Bureau

As approved by the Governing Body at its meeting on the 31 March 2008 all new Governors / External Members will be subject to a Criminal Records Bureau check.

This will take the form of a "*Standard Disclosure*" check to be carried out by the Human Resource Department and will be undertaken once a recommendation to appoint has been approved by the Governing Body.

3 Content

Any new Governor / External Member will need to be given an understanding of

- The College.
- The Further Education sector.
- The role and function of the Governing Body.
- The role of an individual Governor / External Member.
- The role and function of the Assistant Principal - Registry, Estates & Governor Services (Clerk to the Corporation).
- The Committee Structure & Membership.
- Responsibilities of Governors / External Members.

- Meetings, frequency, timing, and expectation of attendance.
- Identification of specific training needs.
- Governance Performance Indicators.
- Instrument & Articles of Government.
- Role of the Learning & Skills Council (local and national).

The amount of detail will have to be determined by the background, skills and knowledge of those who are appointed.

4 Methods

- It is expected that new Governors / External Members will make themselves available to visit the College for a half day prior to first attending a meeting of the Governing Body to discuss a broad range of issues relating to Governance of Middlesbrough College.
- It is also expected that the Chairman of Governors may ask an experienced Governor to act as a mentor during the first year of any new Governor / External Member's appointment.
- New Governors / External Members will be issued with key documents (*see attached checklist*).
- The Assistant Principal - Registry, Estates & Governor Services (Clerk to the Corporation) will inform new Governors / External Members of any external training opportunities that might be appropriate.
- Other arrangements for induction will be tailored to the needs of individuals and will be communicated to the Assistant Principal - Registry, Estates & Governor Services (Clerk to the Corporation), Chairman and Vice Chairman of Governors.
- During the first few weeks, the new Governor / External Member may meet with various personnel within the college, if deemed appropriate to their role within a specific committee.



Governing Body / External Member

Individual Appointment

Induction & Training Programme

Name of Governor _____

Name of External Member _____

Category of Membership _____

Date of Appointment _____

Item	Date
Search Committee Discussion on Membership	
Search Committee recommendation approved by the Governing Body	
Advert placed <i>(if appropriate)</i>	
Nomination Received <i>(if appropriate)</i>	
Application Received	
Briefing meeting with Chairman of Governors, Principal / Chief Executive / Search Committee and / or the Assistant Principal - Registry, Estates & Governor Services (Clerk to the Corporation) <i>(if appropriate)</i>	
Search Committee meeting – recommendation to be made	

Governing Body / External Member

Individual Appointment

Induction & Training Programme (Continued)

Item	Date
Criminal Records Bureau (<i>Standard Disclosure</i>) - Form sent	
Criminal Records Bureau (<i>Standard Disclosure</i>) - Form received	
Governing Body – appointment approved	
Letter of appointment confirming <ul style="list-style-type: none">• Term of appointment.• Requesting confirmation of eligibility and acceptance.• Declaration of interests.• Code of Conduct.• Mentor attachment (if applicable).	
Receipt of <ul style="list-style-type: none">• Confirmation of eligibility and acceptance.• Declaration of interests.• Code of Conduct.	
Photograph	
Access Control Card / Staff Identity Card	
Car Park Permit	

Governing Body / External Member

Individual Appointment

Induction & Training Programme (Continued)

Item	Date
Tour of College.	
Appointment to committee(s).	
Training session with <ul style="list-style-type: none">• Assistant Principal - Registry, Estates & Governor Services (Clerk to the Corporation) - Governance issues• Finance <i>(if applicable)</i>• Curriculum <i>(if applicable)</i>• Audit <i>(if applicable)</i>• Human Resources <i>(if applicable)</i>• Quality <i>(if applicable)</i>• Community / Students <i>(if applicable)</i>• Strategy <i>(if applicable)</i>	
<ul style="list-style-type: none">• Follow up session with the Assistant Principal - Registry, Estates & Governor Services (Clerk to the Corporation) and / or Chairman of Governors.• 3 months• 6 months• 12 months	

**List of documents to be sent with appointment letter
(not an exhaustive list)**

- Governing Body minutes from the past year.
- Instrument and Articles of Government.
- Mission Statement.
- Financial Memorandum.
- Last set of management accounts / Financial Statements.
- Audit Code of Practice, if applicable.
- Governor Training Materials.
- Terms of Reference.
- Standing Orders.
- College Prospectus.
- Equality & Diversity Policy.
- Register of Interests form and Notes of Guidance.
(to be completed and returned)
- Code of Conduct for Governing Body Members.
(two copies - one to be signed and returned)
- Declaration of Eligibility.
(to be signed and returned)