



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 Governor Induction Programme ensures that the Governor/External Member has the relevant knowledge and information available at an early stage, so that an active part can be played in the decision making process.

The Governor Induction Programme Form, as detailed in **Appendix 1**, is used by the Head of Governance as an aide memoire and may not be kept on file once the Governor Induction Programme has been completed.

2 Disclosure Barring Service

As approved by the Governing Body at its meeting on the 31 March 2008 all new Governors/External Members will be subject to a Disclosure and Barring Check (DBS), with the exception of the Student and Staff Governors.

This will be undertaken once a recommendation to appoint has been made by the Search and Governance Committee, so that all checks are made prior to formal approval by the Governing Body, where possible.

Should checks not be completed prior to the appointment being made by the Governing Body, the Appointment Letter will state that any appointment is “*subject to satisfactory checks being completed*” and the Head of Governance will endeavor to complete these checks as soon as possible, whilst keeping the Chair and Vice Chair of Governors informed.

3 Content

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

- The College
- The Further Education sector and its related bodies including the FE Commissioner’s Office, Office for Students and Ofsted
- The role and function of the Governing Body and its cycle of business
- The role of an individual Governor/External Member
- The role and function of the Head of Governance/Clerk to the Corporation
- The Committee Structure and Membership
- Responsibilities of Governors / External Members
- Meetings, frequency, timing, and expectation of attendance
- Identification of specific training needs
- Governance Performance Indicators
- Instrument and Articles of Government
- Role of the Funding Bodies
- Mandatory Training to be undertaken

- Overview of other training opportunities available at Middlesbrough College and also within the Tees Valley, North East and nationally.

Much of this information will be found within the Governors Handbook (latest version January 2021) which is issued to new Governors as soon as is practical.

The cycle of business will be issued separately when meeting the Clerk to the Governing Body so an overview can be given.

The amount of additional 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 for a structured induction visit to the College for approximately half a day as soon after appointment as is practical. This will include meeting the Principal (wherever possible), other SLT members, a tour and sessions to set up IT and access needs. The visit will cover a broad range of issues relating to Middlesbrough College. Further follow up meetings will also be organised, where necessary.
- It is also expected that the Chair of Governors may ask an experienced Governor to act as a Mentor during the first year of any new Governor/External Member's appointment. In addition, new Governors/External members will be asked early within their first year whether they would like a 'buddy' and if so this will be arranged with the Chair and Clerk.
- New Governors/External Members will be issued with key documents (*see attached checklist*).
- The Clerk to the Corporation will inform new Governors/External Members of any external training opportunities that might be appropriate, especially in the first year of appointment and this will include the AoC Governors' Induction training wherever possible.
- Other arrangements for induction will be tailored to the needs of individuals and will be communicated to the Clerk to the Corporation, Chair and Vice Chair of Governors.
- During the first few months, the new Governor/External Member may meet with various staff within the College, if deemed appropriate to their role within a specific committee.
- Staff Governors will be given an adapted induction depending upon their experience, skills, knowledge and relative to the Committee on which they serve.
- Student Governors will also have a tailored induction much more closely supported by the Head of Governance, Head of Student Engagement and VP of Students and Communication

Governor Induction Programme

Reference: MC108
Issue No: 3
Approval Date: March 2023
Page 3 of 5



Appendix 1 Governor/External Member Induction Programme Form

Name of Governor/External Member _____

Category of Membership _____

Date of Appointment _____

Item	Date
Search and Governance Committee Discussion on Membership	
Search and Governance Committee recommendation approved by the Governing Body.	
Advert placed (<i>if appropriate</i>)	
Nomination Received (<i>if appropriate</i>)	
Application Received	
Briefing meeting with Chair of Governors, Principal/Chief Executive / Search Committee and or the Clerk to the Corporation (<i>if appropriate</i>)	
Proforma for Recruitment of Future Governors issued to all Governors and External Members (with information retained by the Clerk and shared with the Search and Governance Committee where required)	
Interview with Search and Governance Committee members	
Search and Governance Committee decision making meeting on candidates	
Disclosure and Barring Service (<i>Enhanced Disclosure</i>) Check Processed	
Governing Body meeting – appointment approved (or via written resolution is outwith the Governing Body meeting cycle/urgent appointment)	
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	
Half Day Induction which may include: <ul style="list-style-type: none">- Meet the Principal/CEO- Meet the Deputy Principal- Meet VP of Finance and Registry- Meet VP of Students and Communication- Meet Group Director of Digital and Campus Services	

Governor Induction Programme

Reference: MC108
Issue No: 3
Approval Date: March 2023
Page 4 of 5

<ul style="list-style-type: none">- And other members of SLT as appropriate including Group Director of HR; VP of Quality and Performance- Tour of the College- Digital Services – IT requirements- Head of Governance/Governance Support catch up- Photo taken for website	
Access Control Card/Staff Identity Card	
Car Park Permit	
Issue Ipad/device and training (<i>e-governance</i>)	
Tour of College	
Appointment to committee(s)	
Mandatory On-line Training completed via Thrive Platform	
Governor AoC Induction Event attended in first twelve months (Student Governor AoC Induction training for student governors)	
Follow up session with the Clerk to the Corporation and/or Chair of Governors: <ul style="list-style-type: none">• 3 months• 6 months• 9 months• 12 months• 	
Summer - Meet with Chair/Vice Chair for 1:1 for initial review (this will be in addition to the follow up sessions above)	

List of documents to be sent with appointment letter/email

Uncontrolled when printed/shared

Governor Induction Programme

Reference: MC108
Issue No: 3
Approval Date: March 2023
Page 5 of 5

- Register of Interests Form and Notes of Guidance *(to be completed and returned)*
- Code of Conduct *(two copies - one to be signed and returned)*
- Declaration of Eligibility *(to be signed and returned)*

Information

- Governors Handbook
- Background Information for Governors
- List of College Acronyms

Many other documents are available on the Governance Hub (part of the College SharePoint), and new Governors / External Members will be advised of their location, with regular updates being shared.