



Governor Induction Programme

Purpose

The purpose of induction is to enable any new Governor/Co-opted Governor 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/Co-opted 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.

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 required by the DfE, all new Governors/Co-opted Governors 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/Co-opted Governor will need to be given an understanding of:

- The College (including Strategic Plan)
- 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/ Co-opted Governor
- The role and function of the Head of Governance/Clerk to the Corporation
- The Committee Structure and Membership
- Responsibilities of Governors / Co-opted Governors
- 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 which is issued to new Governors as soon as is practical.

The cycle of business will be issued separately when meeting the Head of Governance 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/Co-opted Governors 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, the Thrive Learning platform 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.

- New Governors/ Co-opted Governors will be issued with key documents (*see attached checklist*).
- The Head of Governance will inform new Governors/Co-opted Governors 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.
- 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 Vice Principal of Students and Communication.
- During the first few months, the new Governor/Co-opted Governor may meet with various other staff members within the College, if deemed appropriate to their role within a specific committee/and/or any link governor responsibilities.
- **Chair** - the Chair of Governors will also arrange to meet the new Governor/Co-opted Governor within the first six months of appointment.
- **Mentors** - once a new Governor/Co-opted Governor has met with the Chair (or in some cases beforehand), they will also be given a named mentor, this will usually be the Chair of the sub-committee to which the governor has been appointed too. In some cases, this will be a member of the Search and Governance Committee.

The Mentor will arrange to have an introductory conversation with the new Governor/Co-opted Governor as soon as possible. In addition, over the first two years the mentor will arrange to speak (either in person/call) with the new member after each sub-committee meeting (or where this is not applicable at least termly) and update the Head of Governance/Chair of Governors (as appropriate) particularly in regard of any actions/further support required.

- **Head of Governance** – the Head of Governance will keep in regular contact with the new Governor/Co-opted Governor, on a monthly basis within the first year, and regularly thereafter, to ensure that induction is appropriate and to arrange any further support where required.

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Appendix 1

Governor/Co-opted Governor Induction Programme Form

Name of Governor/Co-opted Governor _____

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 Head of Governance (<i>if appropriate</i>) | |
| Proforma for Recruitment of Future Governors issued to all Governors and External Members (with information retained by the Head of Governance 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 and References requested and received | |
| 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: | |

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| <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 VP of Digital and Campus Services - And other members of SLT as appropriate including VP of Human Resources; VP of Quality and Performance - Tour of the College <p><u>The Half Day will also include mandatory elements:</u></p> <ul style="list-style-type: none"> - Digital Services – IT support (including issuing of device if wished/initial e-training on SharePoint and Governors Hub) - Thrive Platform discussion - Access Control Card/Staff Identity Card/Staff Carpark Permit - Head of Governance/Governance Support catch up - Photo taken for website | |
| 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) | |
| Meeting with the Chair of Governors (ideally within the first six months) | |
| First meeting with Mentor (usually the Chair of the Sub Committee/member of Search and Governance Committee) | |
| <p>Regular catch ups with the Head of Governance (ideally monthly but at least as below) in the first two years:</p> <ul style="list-style-type: none"> • 3 months • 6 months • 9 months • 12 months | |
| <p>Regular communication either in person or call with Mentor after each Committee meeting in the first two years (at least termly)</p> <ul style="list-style-type: none"> • After meeting 1 • After meeting 2 • After meeting 3 • After meeting 4 if applicable (Audit and Risk) | |
| 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

- 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)*

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Information

- Governors Handbook
- Background Information for Governors
- List of College Acronyms
- Governing Body GDPR Privacy Notice
- Calendar of Meetings
- DfE Keeping Children Safe in Education

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