

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 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 Clerk to the Corporation 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 Clerk to the Corporation 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 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 August 2018) 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 visit the College for one to two hours prior to first attending a meeting of the Governing Body, to discuss 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.
- 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 weeks, the new Governor/External Member may meet with various staff within the College, if deemed appropriate to their role within a specific committee.



Appendix 1

Governor/External Member Induction Programme Form

Governor/External Member Induction Programme Form

Name of Governor _____

Name of 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> .	
Search and Governance Committee meeting and/or Written Resolution where a - recommendation is made.	
Disclosure and Barring Service <i>(Enhanced Disclosure)</i> Check Processed	
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/buddy attachment (if applicable) 	

Governor/External Member Induction Programme Form (Continued)

Item	Date
Receipt of: <ul style="list-style-type: none"> • Confirmation of eligibility and acceptance • Declaration of Interests • Code of Conduct. 	
Photograph and information for the website	
Access Control Card/Staff Identity Card	
Car Park Permit	
Issue Ipad and training (<i>e-governance</i>)	
Tour of College	
Appointment to committee(s)	
Training session with: <ul style="list-style-type: none"> • Clerk to the Corporation • Audit and Risk <i>(if applicable)</i> • Curriculum <i>(if applicable)</i> • Estates <i>(if applicable)</i> • Finance <i>(if applicable)</i> • Human Resources <i>(if applicable)</i> • IT <i>(if applicable)</i> • Quality <i>(if applicable)</i> • Strategy <i>(if applicable)</i> • Students <i>(if applicable)</i> • <i>Other (as required) – this may include a combination of staff and students as requested by the new governor/external member</i> 	
Mandatory On-line Training completed	
Governor Induction Event attended in first twelve months	
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 	

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)
- Governors Handbook

Many other documents are available on the BoardIQ Governance Portal, and new Governors / External Members will be advised of their location, with regular updates being shared.