



# GOVERNOR TRAINING & DEVELOPMENT POLICY

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## **1. GENERAL**

- 1.1 The purpose of this policy is to ensure that the Governors of Leeds College of Building have the skills and knowledge to fulfil their responsibilities which are laid down in the Instrument and Articles of Government. In addition, the Board recognise the importance of governors keeping themselves up to date with educational and business aspects affecting the College and Corporation, locally, regionally & nationally.
- 1.2 The Board acknowledge that the role of governor is a voluntary one and, accordingly, other commitments may affect the training that it is practicable for them to undertake.
- 1.3 Where relevant, the costs of all governor training sessions, wherever held and however constituted, will be met by the College, approval must be sought from the Director of Governance in advance of training taking place.
- 1.4 Governors should regularly (at least annually) appraise their own performance, including an assessment of training undertaken and their training needs.
- 1.5 Governors should request and receive additional training if they believe that they may not have fully met the intention of this policy in a specific year.
- 1.6 This policy applies to all governors. Training and development for co-opted members (Associate Governors) will be tailored for their respective committee role.
- 1.7 Governors have agreed that their basic on-going training and relevant continuing professional development as a governor will be addressed through induction, mandatory and additional ongoing training & development and other training and development.

## **2. NEW GOVERNORS / INDUCTION**

- 2.1 All new governors will complete an induction programme which will be arranged within three months of their appointment. The following sessions will be delivered in person or via Teams as appropriate;
  - Governor Induction (College)
  - Tour of the College
  - Governor Induction (via Association of Colleges) subject to availability
  - Safeguarding Induction Training
  - Understanding College finances
  - Understanding the College curriculum
  - Equality, Inclusion & Diversity Training
  - GDPR Training
- 2.2 Within the first six to twelve months, new governors will be given the opportunity to meet with the Chair or Vice-Chair for a review meeting.

## **3. MANDATORY & ADDITIONAL ONGOING TRAINING & DEVELOPMENT**

- 3.1 The following training sessions are mandatory and governors must attend a session on the topics as detailed below. Sessions will be scheduled termly (or as appropriate) via MS Teams:
  - Safeguarding & Prevent Update (Annually)
  - Safer Recruitment (as required for Chair, Vice Chair & Safeguarding Governor)
  - Equality & Inclusion (bi-annually)

- Special Education Needs & Disability (SEND) (every three years)
- Health & Safety (bi-annually)
- Data Security (bi-annually)

3.2 In addition to the above, additional training & development sessions may be arranged depending on needs identified through a variety of sources including the Governor Skills Audit; Governance Self-Assessment Report; Board & Committee discussions; SLT, Chair or Director of Governance recommendations; external agency / organisation recommendations etc. Sessions will be scheduled throughout the year and will be delivered via MS Teams.

Attendance at additional training sessions is optional, but governors are expected to attend at least two of these sessions per year. Additional training sessions may also be arranged as relevant to particular Committees (for example – risk management training for the Audit & Risk Committee); where possible, these will be scheduled immediately prior to Committee meetings.

#### **4. OTHER TRAINING & DEVELOPMENT**

4.1 During the course of each year, Governors will be encouraged to be involved in all training and development activities, which will include the following:

- Up to two Strategic Planning events to discuss strategic direction, performance and to provide updates and training.
- Governor visits to the college will be arranged (one campus per term) which will allow governors to see the College in action; visit classes, workshops, and offices; and provide an opportunity to speak to students and staff.
- Governor Link scheme - Link governors with specific responsibilities for example Safeguarding, Careers, SEND etc should attend regular training / development sessions relevant to their area of responsibility. Governor link visits are considered as development opportunities for governors to support governors to become more familiar with the work of their link area. Please refer to the separate Governor Link Protocol.
- Attendance at external conferences, training and network meetings for governors with specific duties / roles such as Chair / Vice-Chair (and any potential future Chair / Vice-Chair)/ Chairs of Committees, and staff /student governors.
- Attendance at a training event / conference / knowledge enhancing study of direct relevance to College governance.
- The use of the governor training materials, if appropriate, which are set out in individual modules designed for flexible use, may also be used. Governors can work through sections and activities at their own pace.
- Regular use of the digital portal (Governor Hub) to access relevant sector / college information

4.2 There may be other occasions when governor support is required by the College for instance during recruitment of senior postholders or being a member of an appeal panel (in cases of staff disciplinary/ grievance cases). Governors will be provided with support, advice and training (if appropriate) from either the HR Team or Director of Governance in relation to these issues.

4.3 The sector is constantly changing, and Governors are to be encouraged to keep themselves up to date by making full use of the training and development opportunities available.

- 4.4 Should there be any cost of the training sessions this will be met the College, approval must be sought from the Director of Governance in advance of training taking place.

## **5. RECORDING & REPORTING**

- 8.1 Governors are asked to inform the Director of Governance of all training and development activity undertaken.
- 8.2 The Director of Governance will maintain a record of all governor training and development activities.
- 8.3 The Search & Governance Committee will have oversight of governor training & development activity and will receive an update report at each meeting. An overview of governor training and development will be presented to the Board annually and also published in the College Annual Report.