



The College
of West Anglia

TRAINING AND INDUCTION FOR GOVERNORS

- 1 All members of the Board are entitled to participate in and take advantage of training events in college, regionally and nationally, as part of their development in their role as a Governor (subject to budget constraints).
- 2 All new members shall receive, as a minimum induction programme:
 - a selection of appropriate materials intended to introduce the Governor to the college including rules, regulations and policies relevant to the role. Access will also be granted to the SharePoint website which contains all governance documents.
 - an individual discussion with the Principal/CEO and Chair, who will be charged with acquainting the new member with the structure and function of the College of West Anglia and the operation of the Corporation. If this has not taken place as part of the initial interview process then a separate session will be arranged.
 - an individual induction session with the Head of Governance who shall outline the Instrument and Articles of Governance and provide a full introduction to the role of the Governor, the Corporation and its committees and the administrative arrangements supporting the work of the Board.
- 3 All new members shall be circulated with, and encouraged to participate in, appropriate approved training programmes for new Governors, when these are available.
- 4 The Head of Governance shall receive all Governor training programme information that is sent to the college and determine circulation.
- 5 All members shall be invited annually to identify new training needs for themselves, their committee(s) and the Board.
- 6 The Principal/CEO shall organise a planning half day for all members twice per annum. Training/briefing sessions will also be included as the first item at Corporation meetings, as appropriate.
- 7 Governors should be mindful of the need to manage budgets and therefore any training which is to be charged for should be approved by the Chair or Head of Governance in advance of it being booked. Similarly, any mileage to be claimed for attending training courses should also be approved in advance by the Chair or Head of Governance.
- 8 The Head of Governance will maintain a register of all training undertaken by Governors. If Governors are arranging their own training they should advise the Head of Governance so that this can also be recorded.
