



**TRAFFORD &
STOCKPORT
COLLEGE GROUP**

**Governor Induction,
Mentoring and Training
Policy**

Author:	Corporation Secretary
Consultation:	Search Committee
Approval:	Board of the Corporation
Version Date:	June 2024
Approved Date:	July 2024
Next Review:	July 2026

Contents

1.	Introduction and Purpose.....	3
•	Training and Induction.....	3
•	Mentoring Guidance.....	4
2.	Review of Board Membership.....	4

1. Introduction and Purpose

The purpose of induction is to enable any new Member or Co-opted Member of the Board of the Corporation to make an effective contribution to the work of the Governing Body at the earliest opportunity. The Governor Induction, Mentoring and Training Policy ensures that the Member or Co-opted Member has the relevant knowledge and information available at an early stage, so that they can positively contribute and have an active part in the decision-making process and to ensure continuous development in their role as a governor through mentoring and training. The Governor Induction, Mentoring and Training Policy is underpinned by the Governor Mentoring Guidance which includes a checklist.

Members of the Board of the Corporation are aware of the need to keep abreast of the educational and financial affairs of Trafford & Stockport College Group (TSCG) and also with regional and national developments and initiatives that may impact on TSCG and their role as a Governor.

Members also recognise their responsibility concerning the business and curriculum performance of Trafford & Stockport College Group and their collective duty as a Board of the Corporation as outlined in the Instrument & Articles of Government and other relevant statutory requirements.

Individual members also recognise that there are a variety of mechanisms that will help in facilitating their continued professional development and assist with their familiarisation of the role and responsibilities as a member of the Governing Body. Governors also recognise the voluntary nature of their role and acknowledge that other business and time constraints may affect the scope of the training and development that is practical to undertake.

Taking these factors into account, the Board of the Corporation of Trafford & Stockport College Group have agreed that their ongoing training and development needs will be met through the following mechanisms:

- **Training and Induction**

1. New Members will receive a letter of appointment and documents to complete as part of the induction process. This includes:
 - the Return to Verify the Eligibility of Governors to Serve on the Corporation
 - the Register of Members' Interests
 - Privacy Notice
 - Skills Knowledge and Experience Register
 - Self-Classification Form
 - Emergency Contact
2. All new 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.
3. New Members will be provided with a TSCG email address, governor lanyard and access to the Governor Portal.
4. An initial induction for all new Governors is undertaken by the Corporation Secretary together with appropriate external induction training.

5. An initial Induction meeting for all new Governors with the Chair of the Corporation. New members will be set an individual agreed target upon appointment that will be linked to their skillset and impact will be measured through the 1:1 meeting with the Chairperson of the Board towards the end of the academic year.
6. An induction in the following areas with members of the Group's Senior Leadership Team: Strategy, Human Resources, Finance and Accommodation, FE and HE Curriculum and Quality and Audit matters.
7. Annual attendance at the Governors' Strategic Development Day.
8. Presentations by managers and external organisations at Board of the Corporation and Committee meetings.
9. Participation in the annual Individual Non-Executive Governor Review Self-Assessment Process and the identification of training needs arising from this process.
10. Participation in the periodic Governance External Review.
11. Attendance at seminars and training events organised by outside bodies relevant to the business of the Board of the Corporation.
12. Attendance at regular training events organised by Trafford & Stockport College Group. There will be three events organised each Academic year based on a training needs assessment.
13. Receipt of relevant and appropriate information disseminated by the Corporation Secretary.
14. Other appropriate forms of training as considered appropriate including events organised by the Association of Colleges (AoC) and the Education Training Foundation (ETF).

- **Mentoring Guidance**

The purpose of the Mentoring Guidance is to advise on the mentoring arrangements available for new governors or governors who have ambition to move to a more senior role. Governors should be given the opportunity to be paired with an experienced governor to ease the new governor into a new role or to gain experience from a more senior governor to guide them into taking on more responsibility i.e. becoming a Chair/Vice Chair of a Committee or future Chair/Vice Chair of the Corporation. Some governors may require more support than others and although there are no prescribed activities, there is a framework to support this.

A copy of the Mentoring Guidance will be provided to new governors or governors wishing to take on a more senior role and governor mentors. Mentor checklists are included in the guidance to support the Mentee with the process.

The Corporation Secretary will oversee the mentoring arrangements and provide support and guidance as necessary.

2. Review of Board Membership

There will be regular keep in touch meetings with the Corporation Secretary and Chair of the Corporation throughout the first year of membership. A review meeting with new board members should take place after 6 months of membership. The review should be undertaken by the Chairperson or Vice Chairperson of the Corporation.