



THE
TRAFFORD
COLLEGE
GROUP

**Governor Induction,
Training and Mentoring
Procedure**

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Contents

1. Introduction and Purpose	3
2. Training and Induction.....	3
3. Mentoring for New Members of the Governing Body	3
4. Review of Board Membership	4

1. Introduction and Purpose

Members of the Board of the Corporation are aware of the need to keep abreast of the educational affairs of the Trafford College Group (TCG) and also with national developments and initiatives that may impact on TCG and their role as a Governor. Members also recognise their responsibility concerning the business and curriculum performance of TCG 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 The Trafford College Group have agreed that their ongoing training and development needs will be met through the following mechanisms:

2. Training and Induction

1. Initial induction for all new Governors undertaken by the Corporation Secretary together with appropriate external induction training.
2. Induction in the following areas with members of the Group's Senior Leadership Team: Strategy, Human Resources, Finance, FE and HE Curriculum and Quality and Audit matters.
3. Annual attendance at the Governors' Development Day.
4. Presentations by managers and external organisations at Board of the Corporation and Committee meetings.
5. Participation in the annual Individual Non-Executive Governor Review Self-Assessment Process and the identification of training needs arising from this process.
6. Attendance at seminars organised by outside bodies relevant to the business of the Board of the Corporation.
7. Attendance at regular training events organised by the Group. There will be a minimum of three events organised each Academic year based on a training needs assessment.
8. Receipt of relevant and appropriate information disseminated by the Corporation Secretary.
9. Other appropriate forms of training as considered appropriate including registration for AoC webinars.

3. Mentoring for New Members of the Governing Body

The aim of the Governor Mentoring Process is to provide new Governors with general support during their first year of Board Membership. An experienced governor will act as "buddy" with a newly appointed member for the purposes of supporting him/her in their new role.

The experienced Governor will undertake the following activities:

- Arrange a social meeting with the new governor to make initial introductions
- Meet with the new governor before his/her initial meeting of the Board of the Corporation to go through the agenda and inform of meeting protocol; and
- Be available thereafter, as long as may be appropriate, to act as a sounding board and someone whom the new member can turn to for help and advice.

4. Review of Board Membership

Governor review with new board members should take place after 6 months of membership. The review should be undertaken by the Chairperson of the Corporation.