

Corporation Induction & Training Policy

Approved by: Personnel Committee
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Author/reviewer: Director of Governance
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1. Introduction

1.1 The purpose of this policy is to set out Halesowen College Corporation's approach to the induction and ongoing training and development of its Corporation members (also known as governors).

1.2 As the governing body of the college, it is important that members of the Corporation:

- fully understand their roles, responsibilities and statutory requirements from the start
- feel ready and confident to engage in their governance role as early possible
- receive and maintain up-to-date knowledge of college, local, sector and national issues
- are able to make an effective contribution throughout their tenure

1.3 This will be achieved through a structured induction programme, and regular ongoing training and development activity during a governor's time in the role.

1.4 This document takes account of the statutory requirements set out in:

- [FE and sixth-form college corporations: governance guide - GOV.UK](#)
- [College financial handbook - Guidance - GOV.UK](#)
- [Keeping children safe in education - GOV.UK](#)

2. Induction

2.1 Governors will receive a mandatory structured induction programme that will commence upon appointment. This is detailed in the Corporation Induction Checklist.

2.2 As the main point of contact all induction, training and development matters, the Director of Governance will formally confirm the appointment and will work with the new governor to progress through the induction programme.

2.3 Upon appointment, new governors will receive:

- A formal appointment letter, a copy of their induction checklist and induction pack
- An introductory meeting with the Chair of the Corporation
- An introductory meeting with the CEO/Principal
- An invitation to visit the college and meet with other senior leaders
- Key college governance and college documents

- College IT network access and ID badge (only once suitability checks have been undertaken and satisfactory results have been received)
- Contact details for their assigned mentor

2.4 Upon appointment, new governors agree to:

- Provide ID/personal information in order to commence DBS and Right to Work checks
- Complete and sign their individual declaration of interests, the Corporation Members' Code of Conduct and their skills audit questionnaire
- Undertake the mandatory training and reading for college governors
- Ask questions when something is not clear or more information is needed

2.5 The Corporation Induction Checklist contains the definitive up-to-date list of mandatory training and for college governors, and as a minimum will include safeguarding and Prevent.

2.6 New governors are expected to complete their induction schedule within their first 6 months, wherever possible, with review discussions at the 6- and 12-month points. This is in line with the policy of a new governor's first appointment being for a period of 12 months.

2.7 The Corporation Induction Checklist can be tailored to suit an individual governor's needs. Any training and development opportunities identified as being beneficial to a new governor that are not included in the checklist will be considered and should be discussed with the Director of Governance in the first instance, especially where a cost is involved.

2.8 The induction programme for the college's student governors will be slightly different from that of other governors. The particular needs of student governors will be carefully considered to ensure they feel they are able to fully engage with and contribute to the governing body, including a mentor as per the policy for all newly appointed governors.

3. Induction - roles and responsibilities

3.1 The Chair of the Corporation will:

- Meet with the newly appointed governor to welcome them to the Corporation, explain their own role and emphasise the importance of the induction programme
- Introduce them to Corporation colleagues at their first meeting
- Assign their mentor
- Conduct the new governor's 6- and 12-month review meetings, supported by the Director of Governance

3.2 The CEO/Principal will:

- Meet with the newly appointed governor to explain the college and wider sector context
- Invite them to the college for a tour of the main campus
- Introduce them to other members of the leadership team

- Ensure the new governor is provided with information about the college's safeguarding arrangements, including the names of the designated safeguarding lead and their deputy
- Ensure requests for additional information and documents are responded to promptly

3.3 The Director of Governance will:

- Issue the formal appointment letter, induction checklist and induction pack
- Act as first point of contact and work with the newly appointed governor to progress through the induction checklist
- Conduct the initial induction meeting and explain the Corporation's strategic, the importance of confidentiality, the college's governance structure and the core functions of the Corporation, as the college's governing body
- Liaise with college colleagues regarding the DBS process, issuing IT network access/ID badges and student governor induction
- Ensure new governors complete and sign their individual declaration of interests and the Corporation Members' Code of Conduct
- Register new governors on GovernorHub and provide instructions/training on its use
- Provide new governors with the details for the mandatory training
- Monitor and report on the completion of mandatory training and meeting attendance
- Manage the budget for governor development
- Raise any concerns with the Chair of the Corporation/Personnel Committee as appropriate

3.4 The Personnel Committee will:

- Receive, discuss and respond to the reports presented by the Director of Governance
- Review and consider this policy and the Corporation Induction Checklist, including providing suggestions for improvement
- Refer any concerns to the Chair of the Corporation/the Corporation as appropriate

3.5 Other Corporation members will (where able):

- Act as mentors to new governors; and
- Take on induction tasks as requested by the Chair of the Corporation/Director of Governance

3.6 The HR team will:

- Contact the newly appointed governor to initiate the DBS process and Right to Work checks;
- Undertake a s128 check as part of the suitability checking process; and
- Inform the Director of Governance of the outcome of the checks and of any issues/concerns

3.7 The IT team will:

- Issue college IT network access (username and password) and ID badge, only once suitability checks have been undertaken and satisfactory results have been received

4. Ongoing training and development

- 4.1 The college is committed to supporting the ongoing training and development of its governors throughout their time as a member of the Corporation.
- 4.2 All governors will be required to undertake regular training appropriate to their role on the governing body. As well as general training for governors, specific training is available for the roles of Chair, Vice Chair, Audit Committee Chair, staff governor, student governor and link governor.
- 4.3 Development is considered to be any activity that adds value to an individual's skills, knowledge and expertise. As well as structured, formal training, the following activities are also included – Corporation development sessions, governor briefings, in-person events, webinars, networking, attendance at college events and link governor visits/meetings.
- 4.4 The primary sources of online governor training used by the college are the Association of Colleges (AoC), the Education & Training Foundation (ETF) and TES Development. College-specific training is provided by the college's leaders and managers.
- 4.5 Ongoing development can be tailored to suit an individual governor's needs, for example in relation to a link governor role or membership of a committee. Any training and development opportunities identified as being beneficial should be discussed with the Director of Governance in the first instance, especially where a cost is involved.
- 4.6 Regular assessment of governors' skills, knowledge and experience is undertaken to identify both individual and collective training needs. This, and the outcomes of 1-1 reviews and self-evaluation activity, will inform the training and development section of the Governance Development Plan.
- 4.7 The Corporation must include a statement in the college's annual report on governor development. This statement refers to the development plan and explains the learning activities undertaken during that the year, indicating the impact this has had on governance performance.

5. Ongoing training and development - roles and responsibilities

- 5.1 The Chair of the Corporation will:
- Promote the importance of ongoing training and development
 - Undertake training specific to their role
 - Support the Director of Governance regarding any issues/concerns
 - Meet with governors on a 1-1 basis annually as part of the wider self-assessment process
- 5.2 The CEO/Principal will:
- Ensure governors are provided access to the TES Development platform
 - Forward ad-hoc training and development opportunities to the Director of Governance for sharing with the Corporation

- Work with the college's senior leadership team to provide college and sector specific training and development sessions

5.3 The Director of Governance will:

- Maintain the training records for individual governors via GovernorHub
- Inform governors about ad-hoc training and development opportunities
- Provide a regular report to the Personnel Committee on governor training and development, including induction progress and completion with mandatory training
- Manage the governor training and development budget
- Process any bookings on behalf of the governor where a cost is involved
- Raise any concerns with the Chair of the Corporation/Personnel Committee as appropriate

5.4 The Personnel Committee will:

- Receive, discuss and respond to the reports presented by the Director of Governance
- Review and consider this policy, including providing suggestions for improvement
- Refer any concerns to the Chair of the Corporation/the Corporation as appropriate

5.5 Corporation members will:

- Take responsibility for their own training and development; and
- Undertake the mandatory training and development, as requested by the Director of Governance
- Share the learning and resources received from training and development opportunities

6. Monitoring and review

6.1 This policy will be reviewed every three years by the Director of Governance, or sooner if required, and will be presented for approval by the Personnel Committee.

7. Links to other policy documents

7.1 This policy links to the following policy documents:

- Corporation Appointment and Re-appointment Procedures
- Corporation Members' Code of Conduct
- Instrument & Articles of Government and Standing Orders
- Safeguarding Policy