

St Francis Xavier College

Governor Training & Development Policy 2015

Introduction:

SFX is recognised with the Investor in People award. The most recent re-assessment was in June 2014. The governors of SFX have agreed that a planned programme of training and development will be available to all SFX Governors. This policy outlines the aims and objectives for training and development and demonstrates the commitment given by the Board to governor training as an important factor in the continued success of the College and the effectiveness of the Board.

Aims:

To ensure the governors of SFX have the knowledge and skills to discharge their responsibilities and contribute effectively to governance of the College.

The training and development of governors will be related to the improved performance of teaching, learning and the strategic direction and financial health of the College.

Objectives:

1. Induction

All governors will attend an induction session with the Clerk to the Governors, soon after their appointment. This will be supported by a comprehensive welcome pack which will contain the following information as a minimum:

- Mission Statement and Catholic Distinctiveness Statement;
- Instrument and Articles of Governance;
- Governors' Code of Conduct;
- Conduct of Business;
- Policies: Health and Safety; Pay and Conditions; Funding Agreement; Committees (Terms of Reference);
- College Committee Structure;
- Calendar of Meetings;
- Three year plan;
- Governor Training and Development Policy;
- College and Community Education Prospectuses.

Wherever possible, depending on the timing of the appointment, prior to attending a full Board meeting, new governors will receive a presentation from a member(s) of the SFX Senior Management Team, to include the following:

- role of the college in maintaining and developing the Catholic ethos.
- relationship between the College and the funding body.
- range of the college business.
- strategic planning.
- role of the college governor.
- financial management, processes and planning

New governors will should also receive a briefing from each member of the Senior Management Team on their specific areas of responsibility.

2. Training and Development

Training needs will be identified by the governors in consultation with the Chair, Clerk and College Principal and the Curriculum Standards and Quality (CSQ) Committee taking account of responses to the self-evaluation process and strategic priorities.

The CSQ Committee will be responsible for monitoring that training needs have been met through report from the Clerk and Remuneration Committee where appropriate.

All new governors (with no recent previous experience of FE / SFC Governance) will be expected to have attended some training on the role of a governor within the first six months of appointment to the Board.

The Clerk to the Governors will circulate information on appropriate training opportunities and conferences. Where training and development activities incur a cost, participation must be agreed in advance with the Clerk, who is responsible for managing the agreed budget and will book places through the College process.

All governors will be invited to identify and suggest topics for training or development which will be appropriate for all governors. Suggestions will be reviewed by the Finance & General Purposes Committee or Chair of Governors.

In consultation with the Board; the Clerk, the Chair or the Principal will arrange appropriate presentations to update and inform governors of college activities and sector developments. These may be undertaken by an external provider or presentations from SFX staff.

Governors will participate in other college events and activities as appropriate.

Resources:

An appropriate budget will be allocated to meet the needs of governor training and development. This budget will be managed by the Clerk, reporting to the CSQ Committee.

Monitoring and Evaluation:

Within four weeks of the training or development activity taking place, governors should return an evaluation form to the Clerk and should expect to give some feedback to the next meeting of the Governing Body. An annual report of training and development activities will be presented to the CSQ committee by the Clerk which will then be shared with the full Governing Board.

