

<u>Policy Title</u>	Governor Induction, Development and Performance Policy	
<u>Policy Category</u>	Compliant	
<u>Owner</u>	Chief Operations & Compliance Officer and Secretary to the Board	
<u>Group Executive Lead</u>	Chief Operations & Compliance Officer and Secretary to the Board	
<u>Date Written</u>	May 2023	
<u>Considered By</u>	Search Committee	
<u>Approved By</u>	Corporation	
<u>Date Approved</u>	July 2023	
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics	
<u>Freedom of Information</u>	This document will be publicly available through the Groups Publication Scheme.	
<u>Review Date</u>	July 2025	
<u>Policy Summary</u>	This document sets out NCG policy regarding the induction, development and performance of NCG Governors, including the annual appraisal process.	
<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Newcastle	No	Yes
Newcastle 6th Form	No	Yes
Carlisle	No	Yes
Kidderminster	No	Yes
Lewisham	No	Yes
Southwark	No	Yes
West Lancashire	No	Yes
Professional Services	No	Yes

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>
<ul style="list-style-type: none"> N/A - New policy 	
<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
Instrument of Government	Clause 6 relating to the appointment of the Chair and Vice Chair. Clause 8 relating to Governor eligibility criteria.

1. PURPOSE

- 1.1. The purpose of this policy is to ensure that all NCG Governors have the skills and competencies necessary to ensure robust oversight and strengthened governance in line with the expectations set out in the [2021 Skills for Jobs](#) white paper.

2. GENERAL POLICY STATEMENT

- 2.1. Excellent College Governors and leaders are pivotal to delivering a high-quality education experience that enables the success of staff and students. NCG is committed to ensuring that high-quality induction, training & development arrangements are in place both for individual governors and for the governing body as a whole so that collectively, the Corporation (and its committees) have the skills and competencies necessary to fulfil their responsibilities under the Instrument & Articles of Government.
- 2.2. This document sets out NCG policy regarding the induction, development & performance management of all NCG Governors.

3. GOVERNOR INDUCTION

- 3.1. NCG commits to having an effective induction program to ensure that new Governors are introduced to the work of the organisation and understand their roles and responsibilities such that they can make an effective contribution to the governance of the group.
- 3.2. The Governance team shall arrange a formal induction for all new Governors.
- 3.3. Each new Governor's induction will include as a minimum:
 - 3.3.1. Meetings with key senior management figures to receive an insight into the workings of the individual departments across the organisation.
 - 3.3.2. A session with the Clerk to the Corporation to go through the relevant Governance policies and procedures e.g. Instruments & Articles, Code of Conduct etc.

- 3.3.3. A meeting with the Chair to review the induction programme and identify any areas where additional expertise or skills training may be useful.
- 3.3.4. Specific briefing relevant to the Board or sub-committee to which the new member has been appointed.
- 3.3.5. A tour of the relevant College.
- 3.4. A detailed induction schedule is attached at **Appendix 1** to this policy. This will act as a checklist to ensure that planned activities are completed, and that Governors receive a full and comprehensive induction.
- 3.5. As part of their induction and to help them settle into their role, new Governors will be assigned a Governor 'buddy' who will act as their mentor and will provide assistance and support as and when required.
- 3.6. All new Governors must complete the Education & Training Foundation Safeguarding & Prevent training as part of their induction.

4. GOVERNOR TRAINING AND DEVELOPMENT

- 4.1. Training and development activities provided by NCG will be geared to the needs of individual members and will address the key issues affecting the Corporation (or Sub Committee).
- 4.2. An annual Governor Training and Development plan will be in place to ensure that learning activities take place and are beneficial to groupwide governance.
- 4.3. An Annual Governor Conference will be held to enable Governors to discuss the strategic direction, performance and any sector wide developments which may impact the Corporation.
- 4.4. As part of their development, College Board Chairs will have bi-annual meetings with the Corporation Chair and the Secretary to the Board as well as bi-annual meetings with the Corporation Chair, Secretary to the Board, the CEO and fellow Chairs.
- 4.5. Governors must complete an annual skills matrix. This information assists Corporation / sub-committees to identify strengths, weaknesses and areas for

improvement which then informs the development of the annual training and development plan.

- 4.6. The sector is constantly changing, and Governors are encouraged to keep themselves up to date by making full use of internal and external training and development opportunities available.
- 4.7. Where Governors participate in internal or external training or development, they must complete a Governor Training form. This information assists Corporation / sub-committees to identify skills gaps and developments within their Boards.

5. GOVERNOR PERFORMANCE

- 5.1. Governors are expected to:
 - 5.1.1. Be prepared for meetings, having read the papers fully.
 - 5.1.2. Attend all meetings relevant meetings of Corporation / sub-committees. Where attendance is not possible, Governors are expected to notify the Governance team in advance by sending apologies. Comments / questions / observations can still be submitted to the meeting however via the Chat function within the Teams meeting.
 - 5.1.3. Abide by the Seven Principles of Public Life (the Nolan Principals).
 - 5.1.4. Scrutinize College performance and participate in meetings through appropriate challenge and discussion.
- 5.2. Governors will receive an annual appraisal of their performance by the Chair of Corporation /College Boards .
- 5.3. The Chair of Corporation will be appraised on an annual basis by the Deputy Chair.
- 5.4. Chairs of College Boards will be appraised by the Chair of Corporation.
- 5.5. For Governor appointments to continue for the remainder of the term, or for Governors to be considered for re-appointment, Governors must receive a satisfactory annual performance appraisal.

5.6. Governor performance assessment forms part of an annual performance assessment process, whereby Corporation and its Sub Committees are requested to assess their overall performance. This information assists to identify strengths, weaknesses and areas for improvement which then informs the development of the annual training and development plan.

6. OTHER

6.1. All Governors are expected to supply a mini biography (maximum 250 words) which will be shared on the Governor page of the NCG / College Board website.