

## 1.0 INTRODUCTION

- 1.1 To provide governors with the relevant skills and knowledge to support the headteacher and professional staff to govern our school.
- 1.2 To ensure the school is run efficiently and produces the best quality education for its pupils.

## 2.0 AIMS

### The Governing Board will:

- 2.1 Appoint a Training and Development Governor at the first full Governing Board meeting.
- 2.2 Have training on the agenda of all Governing Board meetings.
- 2.3 Ensure the funding provided for governor training is fully utilised and provide further financial support, if required, to meet the training needs of its governors.
- 2.4 Take up any action points identified through training aimed at improving its performance and effectiveness.
- 2.5 Have at least one training session for the entire Governing Board every year.
- 2.6 Review the use of travel, subsistence and child care costs related to attendance of training courses, if needed.

## 3.0 RESPONSIBILITIES

### To meet the above aim governors will:

- 3.1 Attend the induction for new Governors' course within six months of commencing their term of office.
- 3.2 Attend all other courses that make up the induction package within the first two years of their term of office.
- 3.3 Attend courses relevant to the committees they are sitting on within the first year of joining the committee.
- 3.4 Attend courses relevant to any specialist role(s) they may hold (SEN, Chair, health and safety, Safeguarding etc.) as soon as possible.
- 3.5 Prepare a brief report, written or verbal, on all training sessions attended and report back at the next Governors meeting or committee as appropriate. The report should identify any action points that the Governing Board are recommended to implement.
- 3.6 Attend the whole Governing Board training sessions.

## 4.0 STRATEGIES

### To meet the above the Training Development Governor will:

- 4.1 Undertake to ensure that all new governors follow the school based induction programme.
- 4.2 Actively promote training within the Governing Board.
- 4.3 Review the data obtained from the skills audit to identify training needs.

## 5.0 KEY TASKS AND RESPONSIBILITIES

### The Training and Development Governor will:

- 5.1 Undertake an analysis of the skills audit of the Governing Board and report back to the Governing Board where skill gaps/training needs are identified.
- 5.2 Make recommendations as to the training needs of the Governing Board.
- 5.3 Keep up to date records of all training completed by the Governing Board.
- 5.4 Act as a "buddy" for new Governors.
- 5.5 Be responsible for the development and updating of the schools Induction Package for new Governors.
- 5.6 Act as a link between Governor Support and the Governing Board.

## 6.0 REVIEW

- 6.1 Date of Policy: November 2016
- 6.2 Date of Review: November 2019