

INDUCTION FOR GOVERNORS

The following is the proposed induction process for new Governors and Committee Members. It can also be regarded as applying to existing Members who wish to refresh or update themselves about the College.

In this 'joining the Corporation' includes those joining a Committee.

Activity	Purpose	Responsibility	Action
On initial expression of interest by a potential member			
Meeting/discussion with the Clerk	opportunity to discuss with the Clerk informally the role and commitment required and to provide information about the College before the potential member commits themselves	Clerk	
Copy of prospectus	to provide information about the College	Clerk	
Prior to appointment by the corporation to a committee or the corporation			
Meeting with chairman	to explain the role of Governors, the Corporation and Committees and the process of governance	Chairman (arranged by Clerk)	
Meeting with Principal	to explain the management of the College and the link between the Corporation and management	Principal	
Following appointment to a committee or the corporation			
Provide copy of Corporation handbook	to provide source material; to explain the contents and to answer any questions	Clerk	
Meeting with Chairman (if subjects not covered at earlier meeting)	to understand the role of Governors in monitoring the effectiveness of governance and management	Chairman	
Strategic planning	to understand the College's strategy and its coherence within the strategy for education in the area	Principal	
Role of management	to provide further information about the management structure of the College and how the College operates	Principal	
Human resources issues	to understand the key human resource issues as they affect the College	Vice-Principal	
The delivery of quality	to understand the focus on continual quality improvement to understand inspection process	Vice Principal	
NB: Additional Meeting with Principal arranged if subjects not covered at initial meeting.			

Tour of the College	to understand the layout of the College, its	Finance	
	physical resources and the strengths and weaknesses of these resources	Director	
Funding and financial issues	to gain a broad understanding of the funding of the College and the financial dynamics of the Colleges as well as its overall financial position to understand the role of the LSC	Finance Director	
The curriculum	to explain the curriculum as it current is, to explain key changes taking place in provision (for both internal and external reasons)	Director of Curriculum and Guidance	
The pastoral system	to explain the role and extent of guidance provide by the College	Director of Curriculum and Guidance	
Meeting with teaching staff; visit to curriculum area	to provide an opportunity to gain an insight to teaching in a sixth form College and to experience class room teaching to shadow a teacher	Director of Curriculum and Guidance	
Meeting with support staff	to gain an understanding of the role of support staff in a sixth from College	Finance Director	
Meeting with students	to gain an understanding of what it is like being a student in a sixth from College to shadow a student	Director of Curriculum and Guidance	
Briefing sessions organised by the college	to provide up-dates on specific issues eg changes in funding or national curriculum changes	Clerk	
Meetings of Sussex Consortium and other strategic links	to be made aware of meetings of the Sussex consortium to gain a broader understanding of the issues facing the sector as they unfold	Principal	
Copies of press cuttings and relevant circulars from LSC/AOC etc.	to maintain an awareness of issues in the sector and sixth form Colleges in particular	Clerk	
NB: Above items may be varied depending upon the knowledge or requirements of individual governor.			

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