

Briefing Note: Role of the Training & Development Link Governor/Trustee

1) Introduction

The Governance Handbook states that boards should consider giving the Vice Chair, or another individual on the board, specific responsibility for enabling every person to develop the skills they need to be effective and make an active and valuable contribution to the work of the board.

It is useful for the Training and Development Link Governor/Trustee to be aware of the DfE's guidance around training and development outlined in section 4.2 of the [Governance Handbook](#) and also the [Competency Framework for Governance](#). The Framework can be used to inform skills audits, identifying training needs and/or developing a training and development programme, planning induction, supporting a review of the board's effectiveness and identifying strengths and areas for development.

The role can encourage and support an ongoing culture of learning and development as well as supporting succession planning, and it can play a significant role in developing the overall effectiveness of the board.

2) Responsibilities

With administrative and advisory support from the board's Clerk or Governance Professional, the Training and Development Link Governor/Trustee carries out the following activities:

- arranges for every governor/trustee recruited to the board to undertake both school-based and professional induction training paid for by the school or academy trust as appropriate
- oversees an annual skills audit of board members such as that provided by the [NGA](#) and bring any persistent gaps to the attention of the Chair
- uses one of the range of tools that are available to oversee the board's self-evaluation, e.g. School & Governor Support's (S&GS) Audit Tool and the NGA's [GB self-evaluation questions](#)
- uses the outcomes of the skills audit, the GB's self-evaluation and the school improvement priorities to construct a development plan. This should support individual governors/trustees, whole board development and succession planning. This can be shared and agreed with the board



- liaises with senior leaders, the board, finance committee and/or academy trust as appropriate to ensure that sufficient budget is set aside to implement the development plan
- directs the board to the training and resources that are available to implement the development plan, e.g. [S&GS Training Offer](#)
- encourages governors/trustees to share what they have learnt and the impact on practice
- discusses with the Chair the board's response to governors/trustees that persistently fail to undertake the training or development they need
- actively monitors the implementation of the development plan and provides regular reports to the board which include the impact of the plan
- supports the Chair in developing future leaders by identifying and nurturing talent and sharing responsibility amongst members of the board

3) Keeping Updated

A regular update for Training & Development Link Governors/Trustees is provided in the S&GS termly Agenda Briefing that is sent via email to Chairs, Clerks/Governance Professionals and Executive Leaders/Headteachers of subscribing schools to assist them in the planning of board meetings.

S&GS's training and development activities are also detailed in the fortnightly 'Spotlight on Governance' update that is emailed to all governors/trustees. Training & Development Link Governors/Trustees should check they are receiving this update and those in subscribing schools should ensure they are receiving the termly Agenda Briefing. Any queries should be referred to governors@birmingham.gov.uk.

4) Further reading/sources of information

Source of information	Description
NGA Skills Audit	The skills audit helps boards to identify where they need to develop knowledge, skills and behaviour to deliver their functions effectively.
S&GS Governor Training Programme	This programme offers high-quality training that develops the skills and knowledge needed for effective governance. The topics covered range from the core functions of a board, to courses on statutory and specific duties that require certain knowledge and skills.
Governor Induction Briefing Note	This briefing note provides a framework for governor induction.



S&GS Audit Tool	<p>The Audit Tool is intended to help boards review their effectiveness in line with the 6 features of effective governance: Strategic Leadership, Accountability, People, Structures, Compliance and Evaluation.</p> <p><i>This is only available to schools that subscribe to S&GS</i></p>
NGA GB Self-evaluation Questions	<p>Developed by the NGA for Multi Academy Trusts and single schools to support an annual self-evaluation of the board's effectiveness and inform subsequent actions.</p>

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