



It is the responsibility of all Governors to ensure that they are trained to carry out their general and, if appropriate, specifically assigned duties on behalf of the Governing Body.

The Clerk will co-ordinate Governor Training, including course bookings, and act as the Governing Body contact and administrator.

The Centre Manager will maintain established links with other centres in the City of Abuja and Internationally to further develop experience and expertise, in particular identifying needs and arrange the provision of regular, locally based inter-centre training sessions.

The Centre Manager, Clerk and/or mentor will introduce new Governors to the functions of the Governing Body and their role within that framework.

The following Training Courses are recommended to Governors:-

*All new Governors to attend a full Induction Course.

In the Autumn term, the Chair of each Committee will determine any specific training courses that Governors should attend in relation to that Committee's requirements, discuss these with the Committee members and register their preferences with the Clerk for reference and application.

Following attendance at a Training Course, Governors are encouraged to report back to the next appropriate Committee meeting or Governing Body meeting as follows:

Provide a specific outline of the Course attended

*State whether the Governing Body is already fulfilling the main objectives of the Course or how it could apply the information learnt

* Provide an outline of any action to be taken

* If appropriate, recommend for Governors from the Committee or from the Governing Body to attend the Course

* Share any useful Course handouts or notes with the Committee or Governing Body.