



# Induction Policy for New School Governors

It is essential that all new governors receive a comprehensive induction package covering a broad range of issues and topics. We are committed to ensuring that new governors are given the necessary information and support to fulfil their role with confidence.

This process is seen as an investment, leading to more effective governance and retention of governors.

**To be reviewed Term 1, every two years, Next review due Term 1, 2025**

## Purpose

- To meet the Executive Head (EHT), Head of School (HoS), Chair and other relevant staff
- To explain the role and responsibilities of Local Governors, Trustees and Members
- To give background material on the Trust/school and current priorities
- To allow new Trustees and Governors to ask questions about the role and/or Trust/school
- To explain how the Trust Board, Local Advisory Body (LAB) and committees work
- To welcome new governors and Trustees and prepare them for their role
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To explain the partnership between the Head of School, school and Governing Body and the structure of the Trust

**Welcome Pack\*** includes (or has reference to):

## General Items for Governors

- Governors Handbook (SharePoint or website) New Governors are advised to start with this
- Governor Declaration (**enclosed** for completion & return)
- Register of Business Interests form (**enclosed** for completion & return)
- Skills Audit (**enclosed** for completion & return)
- Code of Conduct (enclosed)
- Privacy Notice (enclosed)
- NGA Governing a Multi-Academy Trust Handbook (**Trustees only**)
- National Governance Association (NGA) for information & Learning Link for training

## Information on Your Governing Body

- Memorandum and Articles of Association (Trust website)
- Governor Details (Trust website)
- Schemes of Delegation (including Terms of Reference) (Trust website)
- Meeting Agendas, minutes and reports (SharePoint/Trustees or LAB)
- Governance dates (SharePoint/Governance/calendar)

## Information on Your School

- School Improvement Plan (SIP) (SharePoint/Trustees or LAB)
- School Self-Evaluation Information (Termly SEF) (SharePoint/Trustees or LAB)
- Latest Ofsted Report (school website or [www.ofsted.gov.uk](http://www.ofsted.gov.uk))
- Monitoring guidance (SharePoint/LAB/Monitoring visits)



<b>Name:</b>		<b>Date:</b>
<b>Governance Role:</b>	<b>Term of Office:</b>	
<b>Pre-Meets</b>		
Meet with Executive Head Teacher. EHT to explain Governance structure and summarises roles of Trustees and Local Advisory Bodies (LABs). Both parties to assess suitability for role.		
Meet with EHT/Head of School (HoS) and Chair. EHT/HoS to highlight school priorities, number of children on roll and trend in pupil numbers, catchment area, explanation of how classes are organised and how the curriculum is delivered. Chair explains the role and responsibilities of governors, include Committee structures (if appropriate). Tour of school		
<b>Induction Email</b>		
Clerk to send appointment letter and welcome pack. Enc. Legal declaration form, Skills audit, Business interests Declaration form, Privacy Notice, Code of Conduct and Data Collection form.		
<b>Induction Documentation</b>		
Legal declaration form and register of business interests completed and returned		
Update Full Register of Business Interests - publish to SharePoint. Update Register of relevant BIs - publish (if applicable)		
Skills audit returned		
Added to Skills matrix		
Data collection form completed		
<b>IT</b>		
Request Office 365 account & access to app. SharePoint sites		
Request ID Badge (send photo)		
Send IT log in details, and password for email and access to SharePoint		
<b>HR</b>		
Request DBS & S128		
Receipt of Enhanced DBS (Governor to bring in, along with ID)		



<b>NGA Training Email &amp; Governor Safeguarding</b>	
Share details on NGA, including Learning Link account and NGA New Governor Induction Details (Core modules) & Governor Safeguarding PowerPoint	
<b>NGA Training certificates received:</b>	
Governance: Your role, your responsibilities, your organisation	
Your organisation: Understanding school structures and what children should learn	
Strategy: Living your values, reaching your vision, managing the risk	
Progress and attainment: using data to improve educational outcomes	
Resources: Making the most of what you've got	
Working Together: Building the team and improving the organisation	
Compliance: Assuring your organisation, keeping it safe, secure and solvent	
Effectiveness: Governance making an impact, changing lives	
Safeguarding Training	
<b>CST Membership</b>	
Send details of how to access CST membership	
<b>Online updates</b>	
Update Governor details for Get Information About Schools ( <b>within 14 days of appointment</b> )	
Update Companies House ( <b>within 14 days of appointment</b> ) - Trustees only	
Update Governor details and VAT declaration spreadsheets and upload to website	
Update Board Bio & Trustee details (website) for Trustees	
Update Agenda / Attendance for meetings	
<b>1<sup>st</sup> Board Meeting</b>	
Welcome by the Chair at first meeting. Handover ID badge Assign mentor - Guidance on how to conduct visits and the relationship between the Head of School and the Chair.	