



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 annually: Next review due Term 1, 2027

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 – **link to complete online**
- Skills Audit – **link to complete online**
- 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)
- Monitoring guidance (SharePoint/LAB/Monitoring visits)



Name:			
Governance Role:	Term of Office:	From:	Completed
		To:	
Pre-Meets			
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			
Induction Email			
Clerk to send appointment letter and welcome email. To include: Forms Attached – Appointment & Legal Declaration form, Code of Conduct, Privacy Notice Links to forms – Skills Audit, Declaration of Pecuniary & Business Interests, Data Collection, E&D data collection Link to Trust Website for: Governors Handbook, Trust governance documents			
Induction Documentation			
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			
IT			
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			
HR			
Request DBS & S128			



Receipt of Enhanced DBS (Governor to bring in, along with ID) - Key survey to be filled in by HR/Clerk : https://app.keysurvey.co.uk/f/41639701/9f51/	
Add details onto 'Length of Service' spreadsheet	
Training	
NGA Training Email & Governor Safeguarding	
Share details on NGA, including Learning Link account and NGA New Governor Induction Programme details (7 modules)	
NGA Training certificates received:	
An Introduction to the English education system	
Understanding the expectations of governance in your setting	
Essential safeguarding for governors and trustees – Mandatory (send certificate to HR and put date of completion on meeting attendance record)	
An introduction to the strategic role of governance	
How to complete monitoring visits	
An introduction to compliance	
The recipe for effective governance	
CST Membership	
Send details of how to access CST membership	
Online updates	
GIAS	
Update Governor details for Get Information About Schools (within 14 days of appointment)	
Companies House	
Send out details regarding GovOne login/Companies House Verification (Trustees Only)	
Companies House Verification code received and sent to CFOO (Trustees Only)	
Update Companies House (within 14 days of appointment) – Trustees only	
Update Governor details and VAT declaration spreadsheets and upload to website	
Update Board Bio & Trustee details (website) - Trustees only	
Update Agenda / Attendance for meetings	
1st Board Meeting	Date:
Meeting arranged with IT (half an hour before the meeting) to go through Office 365 and SharePoint	



VIKING ACADEMY TRUST



Welcome by the Chair at first meeting. Hand over ID badge Assign mentor - Guidance on how to conduct visits and the relationship between the Head of School and the Chair.	
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