

TRUSTEE & GOVERNOR INDUCTION POLICY

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TRUSTEE & GOVERNOR INDUCTION POLICY

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Statement of intent

Lingfield Education Trust believes that all Trustees and Governors must receive a comprehensive induction package in order to successfully fulfil their role. This policy ensures that new Trustees and Governors are provided with the support and information necessary to give a thorough understanding of their role.

Through this policy, we aim to ensure that every new Trustee:

- Is welcomed by the Board.
- Is provided with the necessary tools and information to begin their role as early as possible.
- Visits a few schools to gain contextual information.
- Meets the CEO & Head Teachers, and Central Teams.
- Understands the role of the Trust Board and its Committees.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements, particularly in relation to the DfE's competency framework.
- Is provided with a comprehensive induction pack of policies and performance reports
- Is presented with the opportunity to ask questions

Also through this policy, we aim to ensure that every new School Governor:

- Is welcomed by the school and governing board.
- Is provided with the necessary tools and information to begin their governance role as early as possible.
- Visits the school to gain contextual information.
- Meets the Head Teacher, Chair of the Governing Board, school staff and pupils.
- Understands the role of the governing board.
- Understands their role and responsibilities, and their accountabilities.
- Understands their training needs and requirements, particularly in relation to the DfE's competency framework.
- Is provided with a comprehensive induction pack.
- Is presented with the opportunity to ask questions

1. Legal framework

- 1.1. This policy has due regard to legislation including, but not limited to, the following:
The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- 1.2. This policy also pays due regard to the following guidance documents:
 - DfE (2017) 'A Competency Framework for Governance'
 - DfE (2020) 'Governance handbook'
 - DfE (2020) 'Keeping children safe in education'
- 1.3. This policy will be implemented in conjunction with the following school policies:
Governors' Expenses and Allowance Policy

2. Prior to appointment

- 2.1. Prospective Trustees will be invited to meet with the Chair of Trustees and the CEO. Arrangements will be made to visit one or more of the Trust's schools.
- 2.2. Prospective Governors will be invited into the school to meet the **Head Teacher**.
- 2.3. The **Head Teacher** will take the new governor on an introductory tour of the school and provide contextual information such as:
 - Specific issues currently facing the school.
 - The layout of the buildings and grounds, their suitability, and their state of repair.
 - The relationship between the governing board and the Head Teacher.
 - Child protection arrangements and the governing board's role in safeguarding and child protection.
 - The school's response to children who go missing from education.
 - The identity and role of the DSL and any deputies.

3. DBS and eligibility

- 3.1. New Trustees and Governors will be provided with a copy of the Safeguarding Policy.
- 3.2. For a new governor who **will have contact** with children, the **school business manager** will ensure that an enhanced DBS (including a barred list / Section 128) check is undertaken within 21 days of their appointment.
- 3.3. For a new Trustee, the **Director of Operations** will ensure that a DBS, including a barred list / Section 128 check is undertaken within 21 days of their appointment.

4. On appointment

- 4.1. Upon appointment to the governing board, the new governor will:
 - Be assigned a mentor from the existing governing board.
 - Be photographed and submit a brief profile detailing their knowledge and experience for inclusion on the school's website.
- 4.2. The mentor will:
 - Make contact with the new governor and welcome them on to the governing board.

- Arrange an informal meeting with the new governor to offer a chance to ask questions.
- Arrange for the new governor to attend a school assembly.

Explain to the new governor:

- How meetings of the governing board are conducted.
- How to propose agenda items.
- The actions to take if unable to attend a meeting of the governing board.
- The importance of confidentiality, and the steps that must be taken to ensure it.

4.3. The Governance Manager will supply the new Trustees and Governors with an Induction Pack which will include the following:

- A copy of this Policy
- The DfE's 'A Competency Framework for Governance' guidance document
- The DfE's 'Governance handbook' – as a weblink
- A copy of 'Keeping Children Safe in Education (KCSIE): Part One'

In addition, new Trustees will also receive:

- A Trust organisation chart outlining governance structures – as a weblink
- A schedule containing details of upcoming Trust Board and Committee meetings
- A copy of the Trust's current Scheme of Delegation
- A copy of the Trust's Terms of Reference for Committees and Local Governing Bodies
- The contact details of relevant Central Team members
- A guide to commonly used terminology and acronyms

The School Business Manager / Clerk to the Governing Body will, between them, supply the following documents to new Governors:

- The school prospectus
- A school organisation chart outlining governance and staffing structures
- A list of school staff and their responsibilities
- The School Development Plan
- The school's latest Ofsted report
- Copies of the minutes from the TWO most recent governing board meetings
- A schedule containing details of upcoming governing board meetings
- A copy of the Trust's current Scheme of Delegation
- Details of the governing body's terms of reference
- The Trust's Governance Handbook
- A copy of the latest Head Teacher report to governors
- The contact details of the Chair of the Governing Body and the Clerk
- A guide to commonly used terminology and acronyms

4.4. The new governor will also receive **hard copies of** the following school policies:

- Child Protection and Safeguarding Policy
- Governor's Code of Conduct Policy

- School Behaviour Policy
- Governor Visit Proforma
- Business and Pecuniary Interests Proforma – for completion and return to the Clerk
- Whistleblowing Policy

5. Knowledge and skills audits

- 5.1. Shortly after appointment, new Trustees and Governors will complete a 'Governance Knowledge Audit Form', based on the DfE's competency framework, and return the completed form to the Governance Manager for review with the Chair of Trustees or the Chair of Governors; details and then to inform the Trustee's committee responsibilities and the governor's training priorities.
- 5.2. The Chair of Governors and Head Teacher will also use the completed form to inform the School Development Plan and the Governing Board's skills and knowledge development priorities.

6. Business and pecuniary interests

- 6.1. At their first Board or Governing Body meeting after appointment, new Trustees and Governors will be asked to complete a 'Register of Business Interests' form, which will also be published on either the Trust or school website.
- 6.2. New Trustees and Governors are informed that any potential conflicts of interest must be declared at any meeting and will be dealt with accordingly; Trustees and Governors may be required to withdraw from a meeting during discussions or voting on any matter where they may hold a conflict of interest.

7. Introductory training

- 7.1. All new governors are required to attend Governor Induction training sessions provided by the Trust's Governance Manager. Trustees may also attend this training session on request.

8. Induction completion

- 8.1. Every new Trustee and Governor will work through their 'New governor induction checklist', with help from their mentor, Head Teacher, Governance Manager / Clerk where necessary.
- 8.2. Once the checklist has been completed, it should be returned to the Governance Manager / Clerk and the induction period is deemed to have ended.

9. Policy review

- 9.1. This policy is reviewed every year by the Board of Trustees
- 9.2. The next scheduled review date for this policy is Autumn 2021.

New Trustee / Governor* Induction Checklist

Name:

Commencement date:

Mentor:

By placing a tick against each completed action, use the form below to keep track of your progress during your induction. If you are unable to complete any action, discuss the next steps with the Governance Manager, the Clerk or your mentor.

Action	Completed (Please tick)
I met the Chair of Trustees & CEO / Chair of Governors and Head Teacher*.	
I have applied for an enhanced DBS (including barred list) check.	
I have been assigned a mentor from the existing governing board.	
I have been asked to provide a suitable photograph and have provided a short biography for publication on the Trust / School * website.	
My mentor has:	
Made contact with me and welcomed me on to the governing board.	
Arranged an informal meeting with me and answered my questions.	
Arranged for me to attend a school assembly.	
Provided me with a copy of the school's governor induction pack.	

My mentor has explained to me:	
How meetings of the governing board are conducted.	
How to propose agenda items.	
The actions to take if unable to attend a meeting of the governing board.	
The importance of confidentiality, and the steps that must be taken to ensure it.	

For NEW Trustees ONLY – I have received an Induction Pack containing the following:
The DfE’s ‘A Competency Framework for Governance’ guidance document
The DfE’s ‘Governance handbook’ – as a weblink
A copy of ‘Keeping Children Safe in Education (KCSIE): Part One’
A Trust organisation chart outlining governance structures – as a weblink
A schedule containing details of upcoming Trust Board and Committee meetings
A copy of the Trust’s current Scheme of Delegation
A copy of the Trust’s Terms of Reference for Committees and Local Governing Bodies
The contact details of relevant Central Team members
A guide to commonly used terminology and acronyms
I have completed a ‘Register of Business interests’ form and I have been made aware of what to do if a conflict of interest arises..

For NEW Governors onwards – The Head Teacher has explained to me:	
Specific issues currently facing the school.	
The layout of the buildings and grounds, their suitability, and their state of repair.	
The relationship between the governing board and the Head Teacher.	
Child protection arrangements and the governing board’s role in safeguarding and child protection.	
The school’s response to children who go missing from education.	
The identity and role of the DSL and any deputies.	
I have received an induction pack containing the following:	
Keeping Children Safe in Education: Part One	
The DfE’s ‘A Competency Framework for Governance’ guidance document	
The DfE’s ‘Governance handbook’ – as a weblink	
The school prospectus	
A school organisation chart	
A list of school staff and their responsibilities	
The School Development Plan	
The school’s latest Ofsted report	

Copies of the minutes from the TWO most recent governing board meetings	
A schedule containing details of upcoming governing board meetings	
Details of the governing board's committees and their associated remits	
A copy of the latest Head Teacher Rreport to governors	
A guide to commonly used terminology and acronyms	
I have received hard copies of the following school policies:	
Child Protection and Safeguarding Policy	
Governor's Code of Conduct Policy	
School Behaviour Policy	
Governor Visit Proforma	
Business and Pecuniary Interests Proforma – for completion and return to the Clerk	
Whistleblowing Policy	

I have completed a knowledge and skills audit form and returned the completed version to the Governance Manager / Clerk.	
I have completed a 'Register of Business interests' form and I have been made aware of what to do if a conflict of interest arises.	
I have attended introductory training sessions provided by Governance Manager / Clerk	