



## **Governor Induction Policy**

**November 2018**

**Reviewed and approved by Sentamu Academy Learning Trust Board of Trustees on 3 December 2018**

### **Vision Statement:**

"Be Extraordinary"

### **Mission Statement:**

We believe that young people achieve their fullest potential when they have a vision of everything their lives could become. The Bible (John 10:10) quotes Jesus as saying, "I have come that they may have life and may have it in all its fullness". As academies, we commit ourselves to inspiring our students, and equipping them with the resilience and determination to unlock their unique gifts and realise their highest aspirations. We aim to achieve this through following distinctively Christian principles, and focusing on four key areas, service, achievement, leadership and teamwork.

The next 'Period of Review' will be **November 2021**

# Sentamu Academy Learning Trust

## GOVERNOR INDUCTION POLICY

### 1. Introduction

The Board of Trustees, Chief Executive Officer (CEO) Local Governing Committee and Principal believe it is essential that all new Governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new Governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of Governors.

### 2. Aims of policy

1. To welcome new Governors to the Local Governing Committee (LGC) and enable them to meet other members;
2. To facilitate a quick engagement with the working of the LGC;
3. To encourage a shared responsibility and an equitable contribution to the workload of the LGC;
4. To encourage new Governors to visit the academy to experience its atmosphere and understand its ethos;
5. To meet the Principal, staff and students;
6. To explain the partnership between the Principal, school community and LGC;
7. To explain the role and responsibilities of Governors;
8. To give background material on the academy and current issues;
9. To allow new Governors to ask questions about their role and/or the academy;
10. To explain how the LGC and its committees work;
11. To allow new Governors to join the committee(s) of their choice.

New Governors as soon as is practicable will:

- Be welcomed to the LGC by the Chair;
- Be invited by the Principal to visit the academy;
- Have the opportunity to tour the academy and meet staff and students;
- Receive an informal briefing on the academy from the Principal and/or Chair;
- Be asked to complete a DBS check, register of interest form, ethos undertaking form and other documentation as required;
- Have the opportunity to meet informally with an existing Governor who will then act as their mentor;
- Be accompanied by their mentor to their first full LGC meeting (if required).

New governors will receive within two weeks of appointment:

- SALT's Governance Handbook;
- The DfE Governance Handbook;
- The academy's Induction Pack for Governors;
- The academy's Governor Code of Conduct;
- New Governor Checklist (see appendix 1);

- The DfE’s “Keeping Children Safe in Education”;
- The DfE’s Competency Framework for governance”;
- The ESFA’s “Academies Financial Handbook”;
- The DfE’s PREVENT guidance;
- The academy’s latest Ofsted report;
- The academy’s latest SIAMS report;
- The academy’s latest Development Plan;
- The academy’s latest OfSTED Data Dashboard snapshot;
- An outline of any training Governors are required to attend;
- Minutes of the last LGC meeting and the details of any committees including schemes of delegation/terms of reference;
- The latest Principals’ Report
- Dates for future Governors’ meetings;
- Details of how to contact the other Governors;
- Policy documents relevant to membership;
- The Governor Visits Policy;
- List of Governor Link roles;
- Governor Action Plan;
- The academy prospectus;
- Staff list;
- A list of common acronyms;
- Details of how to contact the academy, including the e-mail address and website;
- A calendar of academy events;
- Recent academy newsletters.

Areas of discussion, which the Chair of Governors or Mentor will cover with the new Governor, should include:

- Background to the academy;
- Current issues facing the academy;
- Visiting the academy;
- The relationship between the Principal and LGC;
- An overview of the Governor’s role including confidentiality;
- How the LGC meetings are conducted, including the use of the Governor portal;
- Child Protection arrangements at the academy and the Governor’s role in safeguarding these;
- How to propose agenda items;
- Importance of giving apologies if unable to attend meetings;
- Governor training.

### 3. Statement of review

The Board of Trustees has agreed that this policy will be reviewed on a three yearly basis unless Government guidance or legislation forces an earlier revision. Any review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next ‘Period of Review’ will be **November 2021**.

## Appendix 1

### New Governor Checklist

Induction Procedure	Initial when complete
<b>WELCOME</b>	
Welcome to the LGC by the Chair	
Invited by the Principal/Chair of Governors to visit the academy	
Toured the academy and met staff and students	
Received an informal briefing on the school from the Principal	
Assigned/met informally with an existing Governor (who will act as mentor)	
Received welcome letter	
<b>FORMS FOR COMPLETION/ACTION</b>	
Complete Governor application form	
Completed identification process for DBS check	
Completed DBS check and 128 section check	
Supplied two references	
Completed Governor Profile/Photograph and bio for website (on portal)	
Completed Governor Eligibility form (on portal)	
Completed Governor ethos undertaking form (on portal)	
Completed Register of interest form	
Skills Audit (on portal)	
DfE Keeping Children Safe in Education – confirmation read part 1 & 2	
Log in for the National Governance Association (NGA)	
ID Card (only issued once DBS clearance given)	
Governor Code of Conduct (on portal)	
<b>FOR INFORMATION/READING</b>	
Explanation of statutory responsibilities	
SALT Governance Handbook	
DfE Governance Handbook	
Induction Policy for Governors	
Vision and Values of the Academy	
Foundation guide from the Diocese (where appropriate)	
MAT structure and website details	
School Development Plan & SEF	
DfE Competency Framework for governance	
ESFA Academies Financial Handbook	
SALT's Finance Manual	
PREVENT guidance	
Latest OfSTED report	
Latest SIAMS report	
OfSTED data dashboard	
Outline of Governor training	
Minutes of the last LGC meeting and scheme of delegation/terms of reference	
The last Principals' Report	
Dates of future Governors' meetings	
Details of how to contact the other Governors	
Governor Visits Policy	
List of Governor Link roles	

Governor Action Plan	
Academy Risk Register	
Safeguarding Policy	
Health and Safety Policy	
Privacy Notice	
Academy prospectus	
Staff list	
Map of academy	
A list of common acronyms	
Details of how to contact the school including website address	
Calendar of academy events	
Recent academy newsletters	

Name:

Signed:

Date:

*Please retain original signed copy for your own records and forward a copy to the Chair of Governors*