



## **Trustee Induction Policy**

**November 2018**

**Reviewed and approved by Sentamu Academy Learning Trust Board of Trustee 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

## TRUSTEE INDUCTION POLICY

### 1. Introduction

The Board of Trustees and Chief Executive Officer (CEO) believe it is essential that all new Trustees receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new Trustees 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 Trustees.

### 2. Aims of policy

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

New Trustees as soon as is practicable will:

- Be welcomed to the Board by the Chair;
- Be invited by the Executive Principal to visit the academies;
- Have the opportunity to tour the academies and meet staff and students;
- Receive an informal briefing on the Trust from the Executive 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 Trustee who will then act as their mentor;
- Be accompanied by their mentor to their first full Board meeting (if required).

New Trustees will receive within two weeks of appointment:

- SALT Governance Handbook;
- The DfE Governance Handbook;
- The Trust's Induction Pack for Trustees;
- The Trust's Code of Conduct;
- New Trustees' 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;
- A guide to being a Foundation Director from York Diocese (where applicable);
- All academies’ latest Ofsted reports;
- All academies’ latest SIAMS reports;
- All academies’ latest Development Plans;
- All academies’ latest OfSTED Data Dashboard snapshot;
- An outline of any training Trustees are required to attend;
- Minutes of the last Board meeting and the details of any committees including terms of reference;
- The latest CEO report;
- All academies’ schemes of delegation;
- Dates for future Trustees’ meetings;
- Details of how to contact the other Trustees;
- Policy documents relevant to committee membership;
- The Governor Visits Policy;
- List of Trustees’ Link roles;
- Trustees’ Action Plan;
- SALT Risk Register
- SALT organisation chart and staff list;
- A list of common acronyms;
- Details of how to contact the Trust including the e-mail address and website;
- A calendar of events.

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

- Background to the Trust;
- Current issues facing the Trust;
- Visiting the Trust;
- The relationship between the Principal, Local Governing Committees (LGC), Executive Principal and Board of Trustees
- An overview of the Trustee’s role including confidentiality;
- How the Board meetings are conducted including the use of the Governance portal;
- Child Protection arrangements for the Trust and the Trustee’s role in safeguarding these;
- How to propose agenda items;
- Importance of giving apologies if unable to attend meetings;
- Trustee 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 Trustee Checklist

Induction Procedure	Initial when complete
<b>WELCOME</b>	
Welcome to the Board by the Chair	
Invited by the CEO/Chair to visit the academies	
Toured the academies and met staff and students	
Assigned/met informally with an existing Trustee (who will act as mentor)	
Given a welcome letter from the Company Secretary	
Explanation of statutory responsibilities	
<b>FORMS FOR COMPLETION/ACTION</b>	
Completed SALT application form	
Completed AP01 form	
Completed identification process for DBS check	
Completed DBS check and 128	
Supplied two references	
Completed Trustee Profile/Contact Details form/Photo for website/Biography (on portal)	
Completed Trustee Eligibility form (on portal )	
Completed Trustee Ethos Undertaking form (on portal )	
Completed Register of interest form	
ID Card (only issued once DBS clearance given)	
Completed Skills Audit (on portal)	
DfE Keeping Children Safe in Education – confirmation read Part 1 & 2	
Details of National Governance Association (NGA) login	
Trustee Code of Conduct (on portal)	
<b>FOR INFORMATION/READING</b>	
SALT Governance Handbook	
Induction Policy for Directors/Trustees	
Vision and Values of the Trust/background to academies	
Foundation guide from the Diocese	
DfE Governance Handbook	
School Development Plans & SEFs	
DfE Competency Framework for governance	
ESFA Academies Financial Handbook	
Trust Accounts	
SALT Finance Manual	
DfE PREVENT guidance	
Articles of Association/Schemes of delegation/Terms of reference	
Latest OfSTED reports	
Latest SIAMS reports	
OfSTED data dashboards	
Outline of Trustee training	
Minutes of the last Board meeting	
Latest CEO report	
Dates of future Trustees' meetings	

Details of how to contact the other Trustees	
Policy documents relevant to committee membership	
Risk Register	
Health and Safety Policy	
Safeguarding Policy	
MAT Development Plan	
Governor Visits Policy	
Privacy Notice	
List of Trustee Link roles	
Organisation chart/staff list	
A list of common acronyms	
MAT structure/details of how to contact the Trust including website address	
Calendar of events	

Name:

Signed:

Date:

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