

Trustee / Local Governor Induction Policy & Procedure

Hampton Academies Trust



Policy last reviewed:	April 2019
Next review due:	April 2022
Member of staff responsible:	Miss Emily Culpin
Ratified by:	Trust Board

GOVERNOR INDUCTION POLICY

Introduction

The Members, Board of Trustees, Chief Executive Officer (CEO), Local Governing Body and Head of School believe it is essential that all new Trustees and Local Governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that new Trustees and 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.

Aims of policy

To welcome new Trustees to the Board, Governors to the Local Governing Body (LGB) and to provide the tools and support to enable them to undertake and share responsibilities (see Scheme of Delegation);

- To facilitate a quick engagement with the working of the HAT Governance;
- To encourage a shared responsibility and an equitable contribution to the workload of the Board of Trustees and LGB;
- To encourage new Trustees and Governors to visit the different academy's to experience its atmosphere and understand its ethos;
- To meet the Head of School, staff and students for each school (where appropriate);
- To explain the partnership between the Head of School, school community and governance;
- To explain the role and responsibilities of the different layers of governance at HAT;
- To give background material on the academy's and current issues;
- To allow new Trustees and Governors to ask questions about their role and/or the Trust;
- To explain how the governance structure and its committees work;
- To allow new Trustees and Governors to join the committee(s) of their choice.

New Trustees / Governors as soon as is practicable will:

- Undertake an Induction with the Chair of Trust and Clerk to Trustees;
- Be welcomed to the LGB by the Chair and Local Clerk / be welcomed to the Board of Trustees by Chair and Clerk to Trustees;
- Be invited by the Clerk to visit the different sites;
- Have the opportunity to tour each academy and meet staff and students (where appropriate);
- Be asked to complete a DBS check, Governor Information form, register of interest form, KCSIE form, skills audit and other documentation as required;
- Have the opportunity to meet informally with an existing members who will offer support and guidance (if required);
- Be accompanied to their first meeting (if required);
- Be provided with PCCs Governance Handbook and Training programme;

New Trustees / Governors will receive:

- The DfE Governance Handbook (link);
- The academy's Induction Pack for Governors;
- The academy's Governor Code of Conduct;
- The DfE's "Keeping Children Safe in Education";
- The DfE's Competency Framework for governance";
- The ESFA's "Academies Financial Handbook";
- The trusts Safeguarding policies;
- The DfE's PREVENT guidance (online);
- The academy's latest Ofsted report (website);
- The academy's latest Development Plan;
- The academy's Self Evaluation documents;
- The academy's latest OfSTED Data Dashboard snapshot;
- An outline of any training Governors are required to attend;
- Minutes of the last meeting and the details of any committees including schemes of delegation/terms of reference (SharePoint);
- The latest Exec Head / Head of School Report (SharePoint);
- Dates for future Governors' meetings;
- Details of how to contact the other Members, Trustees and Governors;
- Policy documents relevant to membership;
- The Governor Visits Policy;
- List of Governor Link roles;
- List of Governor Committees;
- Governor Action Plan;
- The academy prospectus;
- A list of common acronyms;
- Details of how to contact the academy, including the e-mail address and website;
- A calendar of academy events;
- Log in details to the SharePoint;
- Recent academy newsletters.

Areas of discussion:

- Background to the Trust;
- Current issues facing the Trust and individual schools;
- Visiting the schools;
- The relationship between the Head of School and LGB;
- An overview of the role and expectations including confidentiality;
- How the meetings are conducted, including the use of the Governor portal;
- Child Protection arrangements at the Trust and the Governor's role in safeguarding these;
- How to propose agenda items;
- Importance of giving apologies if unable to attend meetings;
- Governor training.

