



Induction for Governors Policy

Tall Oaks Academy Trust

Version 1.0

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Approved by:

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Background to the Policy and Intent

This policy outlines the programme that is used at Tall Oaks Academy Trust to induct any newly appointed governors. We believe that new governors are entitled to an induction programme that warmly welcomes them and gives them the information to enable them to quickly feel confident, fully informed and secure in their new role. Such inductions must begin as soon as possible after governors have been appointed.

We believe it is vital that new governors are made aware of their roles and given every possible tool in order to support them in their new roles. The governor induction pathway will give governors at all level the legal frameworks, the internal workings of the trust and the training and supporting materials required to succeed in our trust.

It is vital for new governors to feel at home in our trust. Support in the initial phase can come from the trust's governance lead, the relevant chair or senior leadership throughout the trust.

Governance at Tall Oaks Academy Trust

Governance at Tall Oaks Academy Trust is split into three layers: Local Governors, Trustees and Members. The function of all governors at Tall Oaks Academy Trust is simple. Governors are there to ensure the schools within the Trust are thriving and that leaders are held to account for the performance of the individual schools and the trust as a whole. They do this by attending meetings, reviewing relevant paperwork and, in the case of local governors, coming into school to ensure policies are being followed.

Local Governing Bodies

Each school within the trust has its own local governing body, made up of community governors, parent governors and staff governors. Local Governing Bodies are broadly responsible for ensuring high standards

are being met in school, particularly in the areas of curriculum and safeguarding. Local governors are expected to be active in the school community and support the school with monitoring activities.

Trustees

Trustees are responsible for maintaining the health and future of the trust. As well as maintaining oversight for the financial and legal standing of the trust, Trustees ensure that the responsibilities of the Local Governing Bodies are completed to the highest possible standard.

Members

Members maintain overall oversight of the Trust, ensuring that the trust is being run within the framework of the Trust's articles and that the board of Trustees are completing their duties and that there is no overreach in terms of governance.

These are simplifications of the levels of governance in our trust. A detailed breakdown of responsibilities can be found in the Trust's Scheme of Delegation, a copy of which will be provided in each induction pack.

Who Supports Newly Appointed Governors?

The Induction programme for newly appointed staff operates under the direction of the Governance Lead and the Chair of Trustees. For new members of a Local Governing Body, the Chair of Governors will be the initial point of contact for governance issues and for new Members or Trustees, the initial point of contact will be the Chair of Trustees.

The Governance Lead

The Governance Lead operates across all levels of governance, supporting the Members, Trustees and Local Governing Bodies with their roles. All governors should be made aware that any operational queries can be sent to the Governance Lead directly.

The Governance Lead is responsible for ensuring that new governors complete the induction process and that all supporting documents are received by the new governor.

The Clerk to the Governors

The Clerk to the Governors is not directly involved in the induction process of the governors. However, the clerk does hold responsibility for constitutional matters, duties and powers and is responsible for ensuring the governing bodies operate within the legal frameworks required. Any questions regarding these matters, or clarification of issues arising in meetings can be directed to the clerk.

The Induction Programme

Aims of the Induction Programme:

- To make all governors feel welcome immediately and at ease in their new role
- To ensure the effectiveness and efficiency their own role and within the whole trust team.
- To foster positive relationships between existing and newly appointed governors.
- To enable new governors to understand the philosophy and ethos of the trust and observe good practice so that it can be reflected in their own practice.

- To ensure there is a system of support in place.
- To give meaning to school documentation.

Initial Induction

Once the governor has been formally appointed, the Governance Lead (or other designated senior leader) will be in contact to initialise the induction process. For local governors, this may include some time in school to become familiar with the environment and the staff members.

Our induction process is designed to be flexible, allowing governors to complete tasks in their own time. Any governor who wishes to complete any of the sections in school will be welcome to, they will just need to book time in one of our meeting rooms. It would also be advisable to talk to the Governance Lead or the Head of School, who will try to make themselves available. All reading and training should be able to be completed remotely.

Paperwork

As with any new role, starting out as a governor will require the new starter to be familiar with a range of government papers as well as some key trust policies. All relevant paperwork will be given to the governor by the Governance Lead. Governors are expected to be familiar with these documents and if governors have any questions or require assistance with accessing the documents, they should contact the Governance Lead.

Training

The Induction programme also includes some online training for governors and, dependent on the role, a selection of governor training days held throughout the year. The Governor Development Days put on by the trust are bespoke training designed to raise the skill levels of our governors and to update the governing bodies with any new legislation that affects the Trust.

Governors at all levels will also be invited to key annual staff training sessions, which will include safeguarding and Health & Safety updates. These take place either on INSET days or in twilight training sessions.

Checklists for Individuals

Initial Checklist

Employee Details			
Governor's Name (inc title)			
Governor's preferred name			
Employer Number/Pay Roll number (if applicable)			
Level of Governance			
School Base (if Local Governor)			
Start Date		Term End	
Governance Role			
Committees			
DBS Number			

Arrange/Collect Access Passes and ID Badges ?			
Temporary badge	<input type="checkbox"/>	Permanent badge	<input type="checkbox"/>
		Lanyard	<input type="checkbox"/>

Policies and paperwork to be given (tick when completed)		
Keeping Children Safe in Education <input type="checkbox"/>	Academy Trust Handbook <input type="checkbox"/>	Governance Handbook and Competency Framework <input type="checkbox"/>
TOATs Safeguarding Policy <input type="checkbox"/>	Staff Handbook <input type="checkbox"/>	SDP and SEF (for Local Governors) <input type="checkbox"/>
Monitoring Paperwork <input type="checkbox"/>	Relevant Policies for role (e.g curriculum policy for curriculum governor) <input type="checkbox"/>	School Improvement Strategy (Trustees) <input type="checkbox"/>

IT (Systems) Access		
Arrange Access To	Email <input type="checkbox"/>	Website <input type="checkbox"/>
	Teams <input type="checkbox"/>	The School Bus <input type="checkbox"/>
	Confederation of School Trusts <input type="checkbox"/>	National Online Safety <input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Training	
Training	Date, time and venue
Safeguarding (annual online through National College)	
Health & Safety/GDPR	
Strategic Awaydays (Trustees only)	
Prevent Duty (National College online)	
Single Central Record for Safeguarding governors and Chairs of LGBs, Safeguarding Trustees and Chair of Trustees	
Planned Development Days (Governors and Trustees)	

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Additional Requests	
For example: specialist Health and Safety equipment or reasonable adjustment in regards to a disability	Identify/purchase equipment

Work Place Familiarisation	Additional Guidance	Yes/No/Partial Completed
Welcome Introductions to Chair and Governance Lead		
Tour of school and introduction to senior leaders and governance colleagues		
Meet Head of School		
Location of conveniences: <ul style="list-style-type: none"> Toilets Staffroom 	<ul style="list-style-type: none"> Smoke Free Policy 	
Building Security: <ul style="list-style-type: none"> Car Parking Access Cards, Codes, ID Protocols Cycle Racks and Security Emergency evacuation procedures 	<ul style="list-style-type: none"> Lanyard Protocol Fire procedure/emergency evacuation 	
Personal Belongings	<ul style="list-style-type: none"> Responsibility for security of personal belongings. Explain the use of mobile phones Dress code and staff handbook 	
School Routines	<ul style="list-style-type: none"> Signing in and out procedures Before school Break times Lunch times End of the day 	

Safeguarding	Additional guidance	Yes/no/partial completed
Designated Safeguarding Lead		

Deputy Designated Safeguarding Lead		
Protocols around recording concerns	CPOMs, DSLs	
Protocols around child safety	Staff are not permitted to give children access passes. Arrangements for children moving around school.	

Conditions of Position	Additional guidance	Yes/no/partial completed
Term Length Trustee – 4 years Member – 4 years Parent Governor – 2 years Community Governor – 4 years		
Support of the School and Trust		
Conduct in meetings	Challenge not argue Debate not demean Respect the decision of the board even if you are in the dissenting minority	
Conduct around schools		
Preparation before meetings	Read submitted paperwork Questions to be prepared before the meeting	
Use of Social Media	Refer to social media policy	
Use of email		

Any additional items to be covered (use this section to add any role/department related information relevant to the new employee)		Yes/no/partial completed
<i>For example informal discussions/questions from governor answered</i>		

Individual training (including links to any online training)		
Training	Lead trainer(s)	Date, time and venue of training
Annual safeguarding for Governors	National Online Safety (NOS) https://nationalonlinesafety.com/hub/view/course/safeguarding-for-school-governors	
Certificate in The Role of the School Governor	NOS https://nationalonlinesafety.com/hub/view/course/school-governor	
Understanding the Knowledge, Skills and Behaviour for Effective Governance	NOS https://nationalonlinesafety.com/hub/view/course/skills-to-deliver-effective-governance	
Optional – Data Protection for Governors and Trustees	NOS	

Meeting Dates for the Upcoming Academic Year		
Date and Time	Date and Time	Date and Time

Any CPD certificates gained should be emailed to the Governance Lead.

Appendices

REVISION OF POLICY

Date	Version	Description/Change	Author	Approved by

Policy Intent Statement

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