

# **JOHN TAYLOR MULTI ACADEMY TRUST**



## **John Taylor Multi Academy Trust's Approach to New Trustee Induction**

Adopted: July 2021  
Next Review Date: March 2025  
Policy Owner: S Boyce

## Introduction

The John Taylor Multi Academy Trust Board is committed to ensuring governance arrangements are robust to ensure that the organisation is managed in accordance with current legislation, as well as adopting procedures that are examples of good practice and at all times dovetail with the Trust's vision and values.

## Process for appointment of Trustees

Potential Trustees can be recruited through:

- Recommendation
- Referral from a recruiting organisation (e.g. Inspiring Governance)
- Self-Referral
- Advertisement, following a skills audit which identifies gaps

Potential Trustees will, in the first instance, be met by the Chair of the Board and given an overview of the organisation. They will be invited to observe a Board meeting and meet with other Trustees. This will form a two-way process and will present the prospective Trustee with an opportunity to find out more about joining the Board and decide whether or not they are still interested.

Potential Trustees will need to agree to registration at Companies House as a director of a limited company. Following this the potential Trustee will be asked to complete a skills audit, DBS check, pecuniary interest form and sign the code of conduct.

New Trustees will:

- Have the opportunity to tour each JTMAT school and meet staff and students
- Have the opportunity to meet informally with an existing Trustee who will then act as their mentor for the first 6 months
- Be accompanied by their mentor to their first Board meeting (if required)
- Have the opportunity to review their first Board meeting with the mentor
- Be expected to have read the meeting papers prior to the meeting
- Be expected to regularly attend meetings and provide a reason for absence in a timely manner
- Complete the skills audit on an annual basis and undergo any training highlighted by this

Areas that the Chair will cover include:

- Background to the schools
- Current issues facing the schools
- Visiting the schools

Areas that the mentor will cover include:

- An overview of the Trustee's role
- How the committee meetings are conducted
- How to propose agenda items
- Declarations of interest
- Dealing with confidential items and materials
- Advice on asking the right questions in meetings
- Holding the MAT's senior leaders to account in an appropriate fashion
- Ensuring that the Board works as a group and not as an individual

New Trustees will receive:

- The Department for Education Governors Handbook and Competency Framework
- The ESFA's Financial handbook
- The Code of Conduct for which will need to be signed prior to attendance at the first meeting
- Current version of Keeping Children Safe in Education document
- Organisational chart
- Details of the Trust Board committees including terms of reference. These are the Achievement and Progress Committee and the Audit and Compliance Committee. This will help gauge where best the new Trustee could serve.
- Dates of future meetings including committees and the Governor Conference
- Details of how to contact the other Trustees
- A calendar of MAT events
- A list of common acronyms
- A JTMAT email account and password to access the Portal and through which all correspondence should be conducted.
- 'We are at our best when' document
- A pecuniary interest form for completion before attendance at the first meeting

New Trustees are also recommended to read:

- The MAT Self-Evaluation
- The latest Ofsted reports for all schools in conjunction with the Framework of Effectiveness
- Policy and procedure documents relevant to committee membership
- The previous 6 months of MAT Board minutes, associated papers and committee papers.
- The MAT Strategic Plan
- The MAT School Improvement Strategy
- Governor/Trustee Training Section of the Teaching School Hub CPD offer for the current year.
- The Staffordshire Research School website.
- The Risk Register
- The MAT website
- JTMAT Financial statements
- Safeguarding and other relevant information prior to completing the Safeguarding Training Certificate. The safeguarding training should take place within a term of joining the Board.