

JOHN TAYLOR MULTI ACADEMY TRUST



New Governor Induction Policy for use within John Taylor MAT schools

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| Reviewed on: | March 2023 |
| Next Review due: | March 2025 |
| Policy Owner: | S Boyce |

The John Taylor Multi Academy Trust Board 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 new governors are given the necessary information and support to fulfil their role with confidence in our Local Governing Bodies. The process is seen as an investment, leading to more effective governance, the retention of governors, and succession planning for future committee Chairs, Chairs of LGBs and potential directors of the Trust.

Eligibility to become a Governor

It is a criminal offence for an individual to serve as a governor if disqualified from doing so. Rigorous checks will be carried out to ensure that all persons applying to become a governor are eligible.

These checks will include:

- A Disclosure and Barring Service (DBS) check
- Two references (one from a current employer and one from an individual who has known the applicant for over two years and is not a relative). If the potential governor is retired or not currently in employment, one reference should come from someone who has known them on a professional level. Having a criminal record will not necessarily prohibit a person from becoming a governor, but will necessitate a risk assessment to be carried out to determine suitability.

PURPOSE

- To welcome new governors to the Governing Body and enable them to meet other governors
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos
- To meet the Headteacher and staff and the clerk
- To explain the partnership between the Headteacher, school and Governing Body and the Trust.
- To explain the role and responsibilities of governors
- To give background material on the school and current strengths and key issues
- To allow new governors to ask questions about their role and/or the school
- To explain how the Governing Body and its committees work

New governors will:

- Undergo a DBS check prior to joining the LGB
- Complete safeguarding training within a term of joining the LGB
- Be welcomed to the Governing Body by the Chair and the clerk
- Be invited by the Headteacher to visit the school
- Have the opportunity to tour the school and meet key staff
- Receive an informal briefing on the school from the Headteacher
- Have the opportunity to meet informally with an existing governor who will then act as their mentor for the first 6 months
- Be accompanied by their mentor to their first Governing Body meeting (if required)
- Have the opportunity to review their first governors' 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
- Engage in link governor duties

- Complete the skills audit on an annual basis and undergo any training highlighted by this
- Agree to registration on Get Information About Schools (GIAS)

Areas that the Headteacher will cover include:

- Background to the school
- Current issues facing the school
- Visiting the school
- The relationship between the Headteacher and the Governing Body
- Governor training

Areas that the mentor will cover include:

- An overview of the governor'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 LGB meetings
- Holding the schools senior leaders to account in an appropriate fashion
- Ensuring that the LGB works as a group and not as an individual

New governors will receive:

- The Department for Education Governors Handbook and Competency Framework
- The Code of Conduct for Local Governing Bodies which will need to be signed prior to attendance at the first meeting
- A pecuniary interest form for completion before attendance at the first meeting
- Current version of Keeping Children Safe in Education document
- The school prospectus
- Organisational chart
- Details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committees and Governor Conference
- Details of how to contact the other governors and the clerk
- Details of how to contact the school including the e-mail address
- A calendar of school events
- A calendar of MAT events
- Recent school newsletters
- 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

New governors are also recommended to read via either the school website or the governance portal:

- The School Improvement Plan
- The latest Ofsted report and action plan
- The past 6 months of LGB minutes and associated papers
- Policy and procedure documents relevant to committee membership or link governor roles
- The MAT Strategic Plan
- The MAT School Improvement Strategy
- Governor Training Section of the Teaching School Hub CPD offer for the current year.
- The Staffordshire Research School site

- The current Framework of Effectiveness
- The Risk Register
- The MAT website
- MAT Accounts
- Safeguarding and other relevant information prior to completing the Safeguarding Training Certificate