



New Governor Induction Policy for use across Oak MAT schools

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Contents

Induction Purpose	3
Governor Hub	5
Declaration of Interests	5
IT Set Up	6
Statement of review	6
Appendix 1: New Governor Checklist	8
Appendix 2: Training opportunities	10
Appendix 3: UK GDPR Training	12
Appendix 4: Cyber Security Training	13

OAK Multi Academy Trust is a family of academies with a shared ethos, common values, and collective goals. We are working together in a model of meaningful, focused collaboration to achieve excellence in all our schools.

The Local Governing Body (LGB) are the individuals appointed to support and challenge the Headteacher at their school. They are supported in this role by the Chief Executive Officer (CEO), Trustees and the Central Team. The powers that the LGB have are those that are delegated to them by the Trust Board, and these are formalised in the Trust Scheme of Delegation. Further detail can be found in the LGB Terms of Reference.

The Trustees 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 (LGBs). 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.

Induction 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
- To explain the partnership between the Headteacher, Governing Body and Trustees
- 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

Your governor induction will take place in four stages:

Stage 1: Welcome and Legal Requirements

- Be welcomed to the Governing Body by the Chair
- Be invited by the Headteacher to visit the school and meet key staff
- Dates for future governors' meetings including committees
- Be asked to complete a DBS check, register of interest form, and other documentation as required
- Be required to undertake UK GDPR training (30-minute video – appendix 3)
- Be required to undertake Cyber Security Training (30- minutes video – appendix 4)

- Be asked to sign a Code of Conduct
- Be asked to register for Governor Hub (see below)
- Receive your email address and login details, and assistance in accessing emails and documents if required;
- Use your school email address to register on Governor Hub and with the NGA/learning link websites

Stage 2: Governance information

The Governance Professional will contact you in the first instance with your appointment letter and this onboarding pack. They will ask you to bring in identification (passport/driving license and proof of address).

DBS – an email will be generated and sent to you from an external system once a new DBS application is created, unless you are already a member of the DBS update system. Please follow the instructions on the email to complete your DBS application.

Once your DBS check is complete, the admin lead will contact you to provide/request the following:

- ID photo for your ID badge
- OAK IT set up
- Information about the Governor Hub system
- Training Resources: NGA membership (including the Learning Link), the Key and the Leicestershire Governor Development Service. See Appendix 2.
- You will be sent a link to statutory Safeguarding Training

On a new governor's visit to the school the Headteacher will cover:

- Background to the school
- Current issues facing the school
- The relationship between the school, the Governing Body and the Trust

New Governors will receive:

- The DfE Governors Handbook and Competency Framework
- The Code of Conduct for Local Governing Bodies
- The DfE's "Keeping Children Safe in Education"
- Details of the Governing Body meeting including the Terms of Reference
- Details of how to contact the other governors
- Scheme of Delegation
- An induction meeting with the Chair or clerk to discuss how the committee meetings are conducted, how to propose agenda items and dealing with confidential items and materials.

Stage 3: School information

- The School Improvement Plan
- The latest Ofsted report and action plan
- Policy and procedure documents relevant to committee membership or link governor roles
- The school prospectus
- Details of how to contact the school including the e-mail address
- A calendar of school events
- Recent school newsletters

Stage 4: Training

As a governor, you will be able to go on governor training courses offered by the Trust and be able to take part in some training for the whole governing body (see appendix 2).

- Complete relevant training modules on Learning Link once you have registered (using school email address): [NGA Learning Link – e-learning for school governors, trustees and clerks – National Governance Association](#)
- All Local Authority training can be accessed by registering under your school: [Training & Events | Leicestershire Traded Services](#)
- [Governor Hub Knowledge](#)

Governor Hub

Governor Hub is an online storage platform and tool that's designed specifically for governing boards where we share agendas and associated documents, news, training options and other communication. You will be registered for Governor Hub once your new IT account (see below) is set up.

Declaration of Interests

Individuals at all levels of Trust governance have a responsibility to act impartially and avoid any conflict between their business and personal interests and those of the individual academy and Trust as a whole. There is a legal duty on all those involved in Trust governance to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the individual concerned to withdraw, if necessary, whilst the matter is considered.

To help put this duty into practice, the Trust is required to establish and maintain a register of interests. This should include, if appropriate, the company by whom Trustees, Members, local governors etc. are employed and directorships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the academy or Trust. When completing the declaration of interests form you should

include your own interest and those of any member of your immediate family (including partners) or other individuals known to you who may exert influence. This form should be completed on commencement of your role within the Trust and updated on an annual basis.

The forms are completed on Governor Hub under the 'Declarations and Confirmations' section which can be accessed by clicking your profile and navigating to the relevant tab:

[About You](#) [Declarations & Confirmations](#) [Training](#) [Settings](#)

Under this tab, you will also confirm you agree to abide by the Code of Conduct, and that you have read the KCSIE (Keeping Children Safe in Education) document. It is essential you complete these declarations.

Under the Training Tab, you will be able to record the GDPR Training (appendix 2) and Cyber Security Training (appendix 3).

In the Documents area of Governor Hub you will find documentation relating to the school and Trust. Please also make use of the shared resources area. The Multi-Academy Trust Resources area is for sharing information with all the academies in the Trust. All governors in Local Governing Boards can see the Resources area as an icon on what is called 'the washing line', top right-hand corner of the screen. The Lead Governance Professional updates this area with news, information and training opportunities so please keep visiting.

IT Set Up

To comply with GDPR we provide all our Trustees with a school-specific IT account. Your school email will be our primary mode of communication with you. Calendar invites for all board meetings will be sent to your school email address and we will share meeting agendas and supporting documentation via Governor Hub, on which your new email will be registered.

When your new email is set up:

- In your web browser type in outlook.office365.com
- When prompted, enter in your school email
- When prompted again, enter your password
- You will be now logged into your school email account
-

If you have an issues with your school account, please submit a ticket to the helpdesk: helpdesk@aitn.co.uk

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.

Appendix 1: New Governor Checklist

The induction process will be co-ordinated by the Chair of Governors, along with named persons (e.g. Headteacher, Deputy Headteacher, Clerk). Everyone involved must follow the agreed programme to avoid duplication of tasks and to ensure a comprehensive and supportive induction.

Induction Tasks	Role
First contact: welcome new governor and give an outline of the role and responsibilities of the governing Board	Chair
Arrange a visit to school to talk to HT	HT
Add new governor's name to governor and school e-mail lists	Clerk
At first full Governing Board Meeting introduce all Governors, wear name lanyards, explain acronyms and jargon, explain context of each major agenda item	Chair
Talk to new governor about roles within the governing Board, committee structure, scope of works and agreed communications protocol. Discuss new governors interests and skills to match governor to relevant committee and arrange first committee meeting observer visit	Chair / clerk
Arrange feedback from new governor, so that induction procedure can be updated and refined	Clerk
Induction Procedure	Initial when complete
Welcomed to the Governing Board by the Chair	
Invited by the Head teacher to visit the school	
Toured the school and met staff and children	
Completed identification process for DBS check	
Registered with Governor Hub	
Registered with NGA and Local Governance Development Service	
Completed declarations of interest / profile / contact details on Hub	
DfE Keeping Children Safe in Education – confirmation read Part 1 & 2 (declare on Hub)	
LGB Code of Conduct	
Watch UK GDPR Training Video and declare on hub	
Watch Cyber Security Training and declare on hub	
Audit skills check	
LGB meeting dates	

For information/reading	
Latest Ofsted report	
The school's Aims Statement	
List of Governors and their responsibilities	
List of school staff, their responsibilities and job titles	
School Business Continuity Plan	
Details of the Governing Board Committees and terms of reference	
Relevant Policy Documents (including Whistleblowing, Safeguarding and Child Protection Policy)	
Scheme of Delegation	
School development and Improvement plan Last Head Teacher Report to Governors	
Calendar of events, dates of meetings and school holidays	
Privacy Notice	
School Prospectus / website / newsletters	
Has Head teacher or Chair of Governors covered?	
Background to the school	
Current issues facing the school	
Relationship between the Head teacher and Governing Board	
Overview of the governor's role	

Appendix 2: Training opportunities

Where can I access training as a Governor / Trustee?

See below for sites specialising in specific training (safeguarding, SEN, Curriculum, Pupil Premium, and much more) and more generic governance training:

- Governor Hub / including Governor Hub Knowledge

[GovernorHub Knowledge \(thekeyssupport.com\)](http://thekeyssupport.com)

You will receive a registration link to Governor Hub once you become a governor. Your clerk will explain this as part of induction. Governor Hub is linked with the Key (see Knowledge tab) and this is a wealth of information including [training courses](#) and [learning pathways](#). They have some good induction bitesize courses for governors and trustees too. This training is recorded on Governor Hub when complete.

- Leicestershire Governor Development Service – all schools are members

[Leicestershire Traded Services](#) – log in and go to ‘resources’ tab for full training schedule

You should have been added to this when you joined as a governor; if you do not have access, please let your clerk know. You can also sign-up here: [New Account Request | Leicestershire Traded Services](#). Full brochure and guide on how to use the service are on Governor Hub in the training folder.

- NGA / Learning Link

As part of the LTS (above), schools and trustees also have access to the Learning Link: [Learning Link e-learning for school governors and trustees | National Governance Association \(nga.org.uk\)](#) with many excellent resources for specific and general areas of governance. You will need to register: [Registration - Enable \(vc-enable.co.uk\)](#) and choose your school (Trustees should choose Manor High). Once the NGA have confirmed, you will be able to log in. Any problems, let your clerk know.

Other sites

- Governors for schools – includes webinars, e-learning and news. Free.

[Online training and support for governors - Governors for Schools](#)

- CST (for Trustees)

[Login \(cstuk.org.uk\)](http://cstuk.org.uk)

The trust is a member; please contact the central team for the membership number to access courses specific to being a trustee in a MAT.

Introduction and Induction webinars:

[The first 100 days as a trustee - Governors for Schools](#)

[Induction for academy governors on local governing bodies | GovernorHub Knowledge \(thekeyssupport.com\)](#)

[Induction for academy trustees | GovernorHub Knowledge \(thekeyssupport.com\)](#)

[Welcome to Governance](#)

[Induction Training for new Governors](#)

Introduction to Governance webinar: [Introduction to governance webinar - Governors for Schools](#)

A free webinar to direct colleagues/friends/family/acquaintances to if they wish to find out more about the role.

If you know of anyone who would like to become a Trustee, or find out more about the role, this is a useful page to direct them to: [Academy trustees: who are they and what do they do? \(governorsforschools.org.uk\)](#)

For succession planning or Chair development

Various courses including:

[Leading Governance Development for Chairs | National Governance Association \(nga.org.uk\)](#)

[Learning Link Succession Planning](#)

[LTS Chairs' Forum](#)

[The Crucial Role of the Chair](#)

If your LGB feels there is a bespoke need for particular training, then please let the central team know admin@oaktrust.org and we can organise this for you.

Appendix 3: UK GDPR Training

Training video

UK GDPR compliance requires the engagement and involvement of all school staff, LGBs and Trustees.

Ensuring that staff are aware what UK GDPR is, how it impacts on maintaining role, remaining vigilant and understanding their personal responsibility and obligations is essential. Training staff, governors and volunteers is recommended by our DPO to be undertaken on an annual basis.

The training provided by our DPO has been updated to provide a focus for the school workforce, including volunteers, and for trustees and governors. Each training is around 30 minutes, and the individual links can be shared or used for training at meetings, briefings, or inset days. It is vital that LGBs and Trustees are aware of the ongoing GDPR processes.

Keeping a record of attendees and ensuring that new staff, volunteers, governors, and trustees watch the videos and read the associated guides is a matter for each school or trust to arrange as part of the existing CPD monitoring process. For LGBs and Trustees, we ask that clerks plan for this training to be included in the agenda for the Autumn meeting on an annual basis.

The training video to be included is here:

<https://vimeo.com/742641497/5e2eb7bb3f>

Please circulate ahead of your Autumnal meeting along with this blurb reiterating the importance of GDPR training.

Appendix 4: Cyber Security Training

Cyber-attacks are no less frequent or less severe in education. In fact, they seem to be gaining ground in prevalence year on year as instances of breaches in schools and higher education are widely reported. Not only does this have the potential to affect the finances or running of the school, but can also impact the privacy of the pupils themselves and the school's reputation. Therefore, Cyber security is part of the wider DfE guidelines for IT security and training is required to adhere to insurance requirements.

OU IT support provider is responsible for securing our systems and ensuring basic protection from cyber-attacks. However, no technological solution is 100% effective. Often the best defence is staff who are aware of the main cyber risks and threats to a school. School staff can be a crucial part of a schools' cyber defences by following some key cyber security steps. As a result, it is vital that new staff undertake cyber security training at their earliest convenience. The training video can be viewed here: [Cyber security training for school staff - NCSC.GOV.UK](#)

