



# **New Governor Induction Policy for use across Oak MAT schools**

DATE:

06 March 2023

OAK Academies 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 2)
- Be required to undertake Cyber Security Training (30- minutes video – appendix 3)
- Be asked to sign a Code of Conduct
- Be asked to register for Governor Hub (full training given)
- 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

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 committees including their 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, dealing with confidential items and materials and completing a skills check.

#### 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.

- 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](#)

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

#### **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. The next 'Period of Review' will be October 2024.

## 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
<b>Induction Procedure</b>	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	

<b>For information/reading</b>	
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	
<b>Has Head teacher or Chair of Governors covered?</b>	
Background to the school	
Current issues facing the school	
Relationship between the Head teacher and Governing Board	
Overview of the governor's role	

Useful Links:

Leicestershire Traded Service (Governance Development):

[Training & Events | Leicestershire Traded Services](#)

National Governance Association:

[National Governance Association | For school governors, trustees & clerks - National Governance Association \(nga.org.uk\)](#)

NGA Learning Link:

[Training and Development - National Governance Association](#)

Confederation of School Trusts:

[About CST \(cstuk.org.uk\)](#)

DfE Governance Handbook: [Governance handbook and competency framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/governance-handbook-and-competency-framework)

The Key: [The Key for School Leaders \(thekeysupport.com\)](https://thekeysupport.com)

Governor Hub: [GovernorHub](https://governorhub.com)

## Appendix 2: 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:

[Governor and Trustee Training 2021.mp4 \(vimeo.com\)](#)

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



### **Appendix 3: 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](#)

