



# STEP Academy Trust

## Governor Induction Policy

**Date of Policy:** Autumn 2018

**Review:** Summer 2021

**This Policy has been agreed by STEP Academy Trust Board of Trustees and applies to all member Academies.**

STEP Academy Trust recognises the importance of having a strategy to recruit and induct new governors to each Academy and to its' Strategic Governing Body. Publicising the role of the Strategic Governing Body and keeping key stakeholders informed of the work being undertaken can help to demystify the role. Providing opportunities for prospective governors to sit in on a governors' meeting (excluding confidential items) can give an indication of what is involved.

### **Aim**

This Policy is designed to provide support from STEP Academy Trust, the academy and Strategic Governing Body to help governors settle in to their role. That may help to persuade those who may be concerned that they may lack relevant skills.

The strategy for inducting governors will be informed by the use of exit interviews.

The Clerk has an important role to play in introducing the new governor to the work of the Strategic Governing Body and the Head Teacher has a crucial role to play in helping new governors to understand the unique context in which they will be working.

The Chair of the Strategic Governing Body will:

- allocate an experienced governor to mentor any new governor wishing to take advantage of this support. The mentor will co-ordinate the induction;
- agree with other governors the key documentation that would enable a new governor to gain an understanding of the Academy and the role of governors;
- ask the Clerk to create a file containing all the agreed documents (see Appendix) in time for the meeting of new governors and their mentors. STEP Academy Trust will review at regular intervals what documentation it will provide, and at what stage, so that new governors are not overwhelmed.

The Clerk will:

- provide the new governor with the STEP Governor Induction Pack, including details of governor training/development opportunities;
- Liaise with STEP's ICT team to set up a STEP email address for the new governor and advise him/her how to access this;
- Set up a profile for the new governor on STEP's online governance management platform (The Trust Governor) and provide guidance on how to use it;

- Liaise with the new governor to arrange:-
  - Completion of a declaration of interest form
  - A Disclosure and Barring Service check (via Academy Business Manager)
  - Provision of a STEP Governor lanyard (via Academy Business Manager)
  - The new governor's signature of the Undertaking to STEP Academy Trust (at first SGB meeting)
  - A photograph and brief biography for the academy websites

The mentor will:

- Ideally before the first full Strategic Governing Body meeting, meet the new governor(s) and take them through the induction pack explaining the significance of each document;
- In addition to outlining the contents of the file, cover in that initial meeting:
  - The areas of work covered by the Strategic Governing Body and will encourage the new governor to take his/her time to consider where s/he might like to focus; e.g. lead governor roles
  - The value of attending training for new governors.

The Head Teacher will:

- Invite each new governor to the Academy to meet with him/her, tour the Academy and be briefed on current priorities. This is important even if the new governor is already familiar with the school – for example as a parent. Being a governor brings different responsibilities.

### **Training**

An essential element of being an effective governor is regular attendance at training and development sessions. STEP Academy Trust asks its governors to attend induction training provided by the local authority, and either in-house or online Safeguarding training as soon as possible after appointment. The Trust also encourages its governors to participate in its programme of bespoke training, which supports governors in monitoring all aspects of performance and dealing with many issues that can occur within academies across the Trust. Clerks will provide details as part of the STEP Governor Induction Pack.

The Trust's Governance Team will support governors in keeping up to date with national changes in education.

## APPENDIX

The Clerk/Mentor will provide new governors with the following documentation and if, following the briefing meeting, the new governor has questions, s/he will be advised who to contact.

<b>Item</b>	<b>Refer to</b>
STEP Articles of Association	Clerk
STEP Scheme of Delegation (Including SGB Terms of Reference and Lead Governor Job Descriptions)	Clerk
STEP Child Protection and Safeguarding Policy & DfE document 'Keeping Children Safe in Education'	Clerk
STEP email set up guide	Clerk
Trust Governor (online Governance Management platform) set up guide	Clerk
Strategic Governing Body Meeting Schedule	Clerk
STEP Declaration of Interest Form (for governors' completion)	Clerk
Undertaking to the STEP Academy Trust (for governors' signature)	Clerk
Local Authority and STEP Governor Training Dates	Clerk
Governor Visits Policy	Clerk
NGA Guidance on School Visits	Clerk
Trustee & Governor Expenses Policy	Clerk
Academy Improvement Plans for each academy	Clerk/Head Teachers
Academy Self-Evaluations	Clerk/Head Teachers
SGB Membership/Email List	Clerk
Minutes of the last two SGB meetings	Clerk
The two most recent Head Teacher reports to Governors	Clerk
STEP Compass Priorities	Clerk
List of Education Acronyms	Clerk
List of Academy Staff and their responsibilities	
The most recent Ofsted Reports	Mentor/Head Teachers
Latest school performance tables/data reports	Mentor/Head Teacher
STEP Complaints Policy and information on how to access STEP and Academy Policies (STEP and Academy websites)	Mentor