

Trustee Induction policy

The Trustees and Headteacher believe it is essential that all new trustees receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new Trustees are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of Trustees (the Trustees are the persons who form the governing body).

PURPOSE

- To welcome new trustees to the Board of Trustees and enable them to meet other members
- To encourage new Trustees to visit the school to experience its atmosphere and understand its ethos
- To meet the Headteacher, staff and children
- To explain the partnership between the Headteacher, school and Board of Trustees
- To explain the role and responsibilities of Trustees
- To give background material on the school and current issues
- To allow new Trustees to ask questions about their role and/or the school
- To explain how the Board of Trustees and its committees work
- To allow new Trustees to join the committee(s) most suited to their skill base/interest (identified through initial interview and subsequent skills audit).

New Trustees will:

- Be welcomed to the Board by the Chair
- Be invited by the Headteacher to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Headteacher
- Have the opportunity to meet informally with an existing trustee who will then act as their mentor
- Be accompanied by their mentor to their first full Trustee meeting (if required)
- Have the opportunity to review their first meeting with the mentor
- Attend the 'New Governors Induction Programme' (within first 12 months of office)

New Trustees will receive:

- Membership to the National Governors' Association
- The school's "Code of conduct for Trustees"
- The school's Articles of Association and Funding Agreement

- The school's Safeguarding policy
- The Education Authority's governor training programme
- Details of the Board of Trustees committees including their terms of reference
- Dates for future Trustee meetings including committees
- Details of how to contact the other Trustees
- Details of how to contact the school including e-mail address
- Access to the school's electronic calendar and documents/policies
- Recent school newsletters

New Trustees are also recommended to read:

- The School Improvement Plan
- The latest Ofsted report and action plan
- Policy documents relevant to committee membership
- The monitoring performance and evaluation policy
- The school visits policy

Areas that the Headteacher will cover include:

- Background to the school
- Current issues facing the school
- Arrangements for visiting the school
- The relationship between the Headteacher and Board of Trustees

Areas that the mentor will cover include:

- An overview of the Trustees role
- How the full Board and committee meetings are conducted
- How to propose agenda items
- Trustee training

New Trustee checklist

(Trustee please sign once actioned)

Welcomed to the Board by the Chair

Invited by the Headteacher to visit the school

Toured the school and met staff and children

Received an informal briefing on the school from the Head

Met informally with an existing Trustee
(who will act as mentor)

Reviewed first meeting with the mentor

Have you received:

Membership to NGA

School's "Code of conduct for trustees"

School Articles of Association

School Funding Agreement

Safeguarding policy

Education Authority's governor training and
development programme

Completed 'New Governor Induction Programme'

Details of the Board of Trustees committees
(including their terms of reference)

Dates for future trustee meetings including committees

Details of how to contact the other trustees

Details of how to contact the school
(including the e-mail addresses)

Access to school Calendar and documents(electronic)

- School newsletters
- School Improvement Plan
- Latest Ofsted report and action plan
- Policy documents relevant to committee membership
- Performance and evaluation policy
- School visits policy

Has Headteacher covered:

- Background to the school
- Current issues facing the school
- Arrangements for visiting the school
- Overview of the Trustees role
- Relationship between the Headteacher and Board of Trustees

Name:

(Print FULL name of Trustee)

Signed:

Date:

Please retain original signed copy for your own records and forward a copy to the Chair of The Board of Trustees.