



<b>Name of Policy</b>	<b>Governance Induction Policy</b>
<b>Policy Number</b>	<b>NS24</b>
<b>The Three Rivers</b>	
<b>Named Person(s)</b>	<b>Fiona Ewart</b>
<b>Review Committee</b>	<b>Board</b>
<b>Last review date</b>	Summer 2022
<b>Next review date</b>	Summer 2025

Revisions:

<b>May 2022</b>	Policy rewritten to now include sections 1 to 9 Appendix 1, Induction Checklist has also been updated
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## **Statement of intent**

The Board of Trustees and Chief Executive Office of The Three Rivers Learning Trust believes that all governance volunteers must receive a comprehensive induction package in order to successfully fulfil their role. This policy ensures that new governance volunteers are provided with the support and information necessary to give a thorough understanding of their role as either a trustee or academy councillor. The process is seen as an investment, leading to more effective leadership and retention of trustees and academy councillors.

## **Purpose**

- To welcome new trustees and academy councillors to the Learning Trust and enable them to meet other trustees and academy councillors
- To encourage new trustees and academy councillors to visit the school(s) to experience their atmosphere and ethos
- To meet the Chief Executive Officer, other senior Trust leaders, staff and students
- To explain the partnership between the Chief Executive Officer, the Learning Trust and the Board of Trustees
- To explain the role and responsibilities of trustees and academy councillors
- To give background material on the school(s) and current issues
- To allow new trustees and academy councillors to ask questions about their role and/or the schools/Learning Trust
- To explain how the Board of Trustees and any committees work
- To allow new trustees to join any committee(s) of their choice

## **1. Legal framework**

1.1 This policy pays due regard to the following guidance documents:

- [ESFA Academy Trust Handbook](#)
- [DfE, A Competency Framework for Governance](#)
- [DfE, Governance Handbook](#)
- [DfE, Keeping children safe in education](#)
- [DfE, Keeping children safe in education, Part 1](#)

1.2 This policy should be read alongside the following Trust policies and guidance:

- 3RLT Governance Handbook
- Child Protection / Safeguarding Policy
- Safer Recruitment Policy
- Conflicts of Interest Policy

## **2. Prior to appointment**

2.1. In line with the Trust scheme of delegation, prospective academy councillors will be invited to attend an interview with a panel of Trustees.

2.2. Prospective Trustees will be interviewed by the Members (more information about the role of Members can be found in the 3RLT Governance Handbook).

## **3. DBS and eligibility**

3.1. All new governance volunteers, whether academy councillor or Trustee will be subject to an enhanced [DBS](#) check. This will be undertaken by either the Governance Manager or Academy Council clerk.

3.2. Individuals new to management positions are subject to section 128 checks.

3.3. All new Chairs of the Board of Trustees will be subject to a suitability check upon their appointment.

## **4. On appointment**

4.1. Upon appointment, new Academy Councillors will:

- Meet with the Governance Manager
- Attend an induction meeting with the Chair of the Board and the Executive Team
- Arrange a meeting/tour of their allocated school with the Headteacher and Chair of the Academy Council
- Be assigned a mentor from the school's existing Academy Council

4.2. Upon appointment, new Trustees will:

- Meet with the Governance Manager
- Attend an induction meeting with the Chair of the Board and the Executive

Team

- Be assigned a mentor from the Board of Trustees

4.3. The Induction Checklist (see Appendix 1) will be completed within the first term following appointment.

## **5. Business and pecuniary interests**

5.1. Upon appointment, new governance volunteers will be asked to complete a Declaration of Business Interests form.

5.2. Conflicts of interest will be dealt with in line with the Trust's Conflicts of Interest Policy. New academy councillors and Trustees will be advised of this.

## **6. Expenses (Trustees only)**

6.1. New Trustees will be provided with a copy of the Trustee Expenses Policy and accompanying forms, and provided with a detailed overview of the process by the Governance Manager.

## **7. Introductory training and ongoing CPD**

7.1. All new governance volunteers are required to attend/complete introductory and ongoing training sessions as set out within the 3RLT Governance CPD Pathway.

## **8. Induction completion**

8.1. Every new governance volunteer will work through their induction checklist, with help from their mentor where necessary.

8.2. Once the checklist has been completed, the induction period is deemed to have ended.

## **9. Policy review**

9.1. This policy is reviewed every three years by the Governance Manager and the Chair of the Board.

## Appendix 1

### New Trustee and Academy Councillor Induction Checklist

Name: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

Mentor: \_\_\_\_\_

*Use the form below to keep track of your progress during your induction by placing a tick against each completed action. If you are unable to complete any action, discuss the next steps with either your mentor or the Governance Manager.*

<b>I have met with the Governance Manager and have received the following:</b>	<b>Completed (please tick)</b>
The 3RLT Governance Handbook	
Meetings schedule	
Agenda for the induction meeting	
Conflicts of Interest Policy and declaration of business interests form	
Governance Code of Conduct	
My 3Rivers email address and details of how to login	
Details on how to complete my DBS application	
GDPR consent form	
Scheme of Delegation and Terms of Reference	
<b>I have attended the Induction meeting where the following was discussed/shared/completed:</b>	
Welcome from the Chair of the Board and CEO	
Background to The Three Rivers Learning Trust	
Overview of the trustee's and academy councillor's role	
Governance assurance framework	
Link Governor role	
Monitoring visits	
Governance CPD Pathway	
Photograph taken for ID badge/lanyard	
Google training - advised of the Governance Shared Drive	
<b>Have you?</b>	
Been assigned a mentor	

Been contacted by the Headteacher/AC Chair from your allocated school	
Toured the school and met staff and students	
Completed the identification process for your DBS check	
Received a copy of the School Development/Improvement Plan	
Been given access to the Governance Shared Drive, and shown how to view previous minutes of meetings	
Completed the online training modules via Learning Together	
Completed the online NGA core modules	
<b>Has your mentor covered the following?</b>	
How meetings are conducted	
Current issues facing the school	
Supported you with completion of monitoring visits	
The importance of confidentiality and the steps that I must take to ensure it	
The identity and role of the DSL and any deputies	
Have you had the opportunity to review your first meeting with your mentor?	

Signed:

Date:

Please retain original signed copy for your own records and forward a copy to the Chair of The Three Rivers Learning Trust