



**The  
Three  
Rivers**  
Learning Trust

|                         |                                    |
|-------------------------|------------------------------------|
| <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>Paul Carvin</b>                 |
| <b>Review Committee</b> | <b>Board</b>                       |
| <b>Last review date</b> | Spring 2019                        |
| <b>Next review date</b> | Spring 2022                        |

**Amendments** - minor amendments to update terminology and roles.

The Board of Trustees and Chief Executive Officer believe it is essential for all new trustees and academy councillors to receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that new members of the Learning Trust's governance are given the necessary information and support to fulfil their role with confidence. 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, headteachers, 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

## **New trustees and academy councillors will:**

- Be welcomed to Learning Trust by the Chair of the Board of Trustees
- Be invited by the Chief Executive Officer to visit the school(s)
- Have the opportunity to tour the school(s) and meet staff and students
- Receive an informal briefing on the schools from the Chief Executive Officer and/or Chair
- Be asked to complete a DBS check and declaration
- Have the opportunity to meet informally with an existing trustee or academy councillor who will then act as their mentor
- Be accompanied by their mentor to their first meeting and have the opportunity to review the meeting with the mentor

## **New directors and academy councillors will receive:**

- Access to professional advice and guidance services for governance
- The Learning Trust's "Induction Pack for School Trustees and academy councillors"
- School Improvement Plans
- Learning Trust Strategic Plan
- Access to minutes of board and academy council meetings and details of the board committees including their terms of reference

- Details of how to contact other trustees, academy councillors and the schools
- Recent school newsletters

**The trustees and academy councillors are also recommended to read:**

- The latest Ofsted Reports
- School prospectus
- Policy documents relevant to committee membership

**Areas that the Chair of Board/mentor will cover include:**

- Background to The Three Rivers Learning Trust
- Current issues facing the schools
- Visiting the schools
- The relationship between the Chief Executive Officer and Board of Trustees
- An overview of the trustee's and academy councillor's role (including a mention of confidentiality and acronyms!)
- How the board and committee meetings are conducted
- How to propose agenda items
- Governance training

**New Trustees and Academy Councillor Checklist**

| <b>Induction procedure</b>   | <b>Trustee/ academy councillor</b><br>please sign and date once actioned |
|--|--|
| Welcome to the Board by the Chair  |  |
| Invited by the Chief Executive Officer / Chair of Board / headteacher to visit the schools                               |  |
| Toured the schools and met staff and students  |  |
| Completed identification process for DBS check or declaration  |  |
| Received an informal briefing on the Learning Trust from the Chief Executive Officer or Chair                            |  |
| Assigned/met informally with an existing trustee or academy councillor (who will act as mentor)                          |  |
| <b>Have you received?</b>  |  |
| The School Improvement Plan  |  |
| Learning Trust Strategic Plan  |  |
| Access to minutes of board and academy council meetings and details of the committees including their terms of reference |  |
| Dates for future meetings  |  |
| Details of how to contact the school (including e-mail address)  |  |
| Recent School newsletters  |  |
| Latest Ofsted reports  |  |
| Financial Regulations and Scheme of Delegation (Finance Committee)   |  |
| <b>Has the Chair of Board of Trustees or Chief Executive Officer covered?</b>  |  |
| Background to The Three Rivers Learning Trust  |  |
| Current Issues facing the schools  |  |
| Visits to the schools  |  |
| Overview of the trustee's and academy councillor's role  |  |
| Relationship between the Chief Executive Officer and Board of Directors  |  |
| Completion of Business Interests Form  |  |
| Completion of GDPR consent Form  |  |
| Have you had the opportunity to review your first meeting with the mentor?   |  |

Name:

(Print full name of Trustee / Academy Councillor)

Signed:

Date:

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