

# **GOVERNOR RECRUITMENT AND INDUCTION PROCEDURE**

*A thriving family of schools who work together to celebrate differences, and support each other in pursuit of excellence.*

## DOCUMENT CONTROL

<b>This document has been approved for operation within:</b>	Chancery Trust and local governing boards		
<b>Responsible Officer:</b>	Governance and Compliance Lead		
<b>Approved by:</b>	Board of Directors		
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### Summary of changes within this version

This is a new procedure bringing together existing documentation.

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## 1. Induction Policy

Chancery Multi Academy Trust believes that in order for the Trust Board and the Local Governing Boards to fulfil their responsibilities effectively, it is essential that each governor and director is committed to a shared vision for the trust and that the governing boards work well as a team to achieve this.

Although this policy has been written with local governors in mind, it applies equally to new directors of the trust. In these circumstances, please replace the term 'governor' with 'director'; 'governing board' with 'trust board' and 'Chair of Governors' with 'Board Chair'.

To help new governors to feel able to take an active part within their governing board and be valued as an equal member of the team, we recognise the need for new governors to have an induction – a period of planned support to introduce them to their new role.

The aims of the induction are to:

- welcome new governors to the team;
- help them to get to know the school and trust;
- assist them to understand their role and responsibilities; and
- enable them to contribute fully to the work of the governing board.

In order to achieve our aims, the governing board will ensure that the following steps are taken.

1. The Clerk to the Governors will be the point of contact both during and after appointment and will, with the support of the Chair of Governors and Chancery's Governance and Compliance Lead, work with the new governor through the Induction process.
2. When a new governor attends his/her first meeting, the Chair of Governors welcomes the new governor and introduces him/her to the other governors.
3. An experienced governor can be appointed to 'mentor' every new governor; this may be the Chair or another experienced governor.
4. The role of the Chair/mentor (See Appendix 3) is to ensure that the new governor:
  - is aware of the Induction Programme and of the commitments to its completion, including undertaking mandatory training;
  - is aware of on-going governor development opportunities and is assisted to access relevant courses;
  - knows who to contact for advice and support; and
  - is supported throughout the period of induction.
5. New directors will be invited to join a relevant committee or committees. If they wish, they can be given the opportunity to attend and observe committee meetings before deciding which committees they might be best suited to join.

## **2. Chancery Trust - Welcome letter to new governors**

Dear Governor,

Welcome to Chancery Trust - a Multi Academy Trust with committed and supportive local governing boards. Thank you for volunteering to help us. We really value your support and we are sure you will enjoy your time with us.

### **First Steps**

The Clerk or Chair to the Board should have already been in contact with you to confirm your appointment and plan your Induction. Being a governor is very interesting and rewarding but there is also a lot to learn. It is therefore very important that you participate in the Induction and work with the Clerk/Chair to ensure it meets your particular needs as we have found that a solid and positive Induction sets the tone for a more positive and fruitful governor experience.

### **Information about Chancery Trust**

Our Trust website can be viewed at [www.chancerytrust.co.uk](http://www.chancerytrust.co.uk) where you will find:

- our vision and values
- information about governance at the Trust
- links to the schools' websites.

### **Governor Development**

Part of your Induction includes completing a skills audit. Your skills and experience will help shape how you and the school can get the most from your role.

The trust offers a variety of development opportunities, including e-learning and access to development materials offered by the National Governance Association and Learning Link. You will receive details of typical 'learning journeys' in your Governors Induction pack and either the Chair or the Clerk will be happy to help you decide which courses would be most useful and best suit your particular learning style.

### **Governor Meetings**

You will receive the dates of governing board meetings as part of your Induction. During the coming weeks and months you will receive (perhaps 'be bombarded with' is more accurate!) information from the trust's Governance & Compliance Lead and from the Clerk, covering a wide variety of topics.

Some of the content may be very unfamiliar to you as the provision of education is changing constantly, but given time and support from the rest of the team and from the training provided it should all begin to fall into place.

The main point to remember is that we were all new at one time. We welcome questions and discussion of points that may be puzzling to you – they may be matters we all want to know about as well, or they could be issues that we have worked out and we can explain them to you.

### **Don't Forget – we are here to help you by:**

- Providing a thorough and supportive induction;
- Providing documentation that introduces you to school governance and to educational processes and systems;
- Providing introductions to key personnel in the school and Trust; and

- Providing a governor mentor

### **What can you do?**

#### **Personal opportunities and responsibilities**

- Get to know other governors
- Read the information sent to you
- Get involved!

Thank you once again for your valuable input to the Trust and I look forward to working with you.

*Mrs Joanna Longman  
Chair of the Board of Directors  
Chancery Trust*

### 3. New Governor Induction Programme

#### Introduction

The purpose of the new governor induction programme is to enable new governors to become effective members of the Board as quickly as possible.

Governors have many demands on their time. A minimum standard of knowledge and understanding should, however, be set for all governors in the belief that many will exceed the standard.

At Chancery Trust, this is achieved through:

- The new governor induction programme;
- A continuing governor development programme, including training sessions;
- Written information;
- The mentoring scheme; and
- The programme of school visits and Governor Visits Policy.

#### The programme itself:

The induction programme starts at the point where a governor is offered the position.

It is recognised that being a school governor involves having to absorb a large amount of information and learn about unfamiliar concepts and practices. Most experienced governors feel that it takes a year to become fully confident about their role.

The induction programme aims to give new governors:

- The basic information about being a governor and the school within the first month;
- A more detailed induction within the first term;
- Understanding of the different roles and responsibilities of the governing board and the Trust Board; and
- Continued support and learning opportunities within the first year.

The programme enables new governors to satisfy themselves that they have received all the support, training and information that is due to them.

#### Systems

Governors' Virtual Office (**GVO**) is the means by which governors communicate with their board, the Trust and any groups they are part of. This is also where you will find Meeting Packs for every governors' meeting and a number of induction materials.

Induction information can be found by navigating to GVO / Chancery Key Information / Induction Pack

This includes many items in the Induction Programme such as:

<b>1. Introduction to Academy Governance</b> <ul style="list-style-type: none"><li>i. DfE Academy Governance Role Descriptors</li><li>ii. DfE Competency Framework for Governance</li><li>iii. DfE Governance Handbook</li><li>iv. Welcome to Governance</li></ul>
<b>2. Introduction to Chancery Trust</b> <ul style="list-style-type: none"><li>i. CMAT Guidance for LGBs joining Chancery</li><li>ii. CMAT Scheme of Delegation</li></ul>

### **3. The Role of a Governor**

- i. Role descriptors (Local Governor, Link Governors, Link Director, Staff Governor)
- ii. 'Being a Parent Governor' guidance
- iii. Guidance – 'What LGBs and Heads should expect from one another'
- iv. Guidance – 'What the Board and CEO should expect from each other'
- v. Governance Glossary of Terms
- vi. Nolan 7 Principles of Public Life

All governors have access to the National Governance Association (**NGA**) and the NGA's **Learning Link** through Chancery Trust. This hosts a wealth of resources, guidance, webinars and events, as well as over 50 e-learning modules.

**Every** is used by the schools for policy management and e-learning, some of which is also relevant to governors.

You will be added to these three systems by the trust's Governance and Compliance Lead and the school, so look out for any relevant "welcome" emails over the coming weeks.

Other sources of training include:

- Cheshire East governance services
- Governors for Schools

**Please see**

**Appendix 1.1 for the Governor Induction Programme; and  
Appendix 1.2 for the Director Induction Programme**

If you need any help or have any questions, please contact [jwhiston@chancerytrust.co.uk](mailto:jwhiston@chancerytrust.co.uk) or your Board's clerk.



## Local Governor

*The Induction Programme incorporates all the parts of a new governor's induction and identifies what needs to be completed as well as suggested timescales.*

Governor name:

Name of Board: \_\_\_\_\_ Date of appointment: \_\_\_\_\_

[illegible]

<b>Additional training to complete, depending on role and experience</b>	Within one year	<ul style="list-style-type: none"> <li>• Attend Chancery Governance Day</li> <li>• Additional Learning Link modules. See <a href="#">Learning Link journey</a> for suggested modules.</li> </ul>	Discuss with Chair / see Learning Link
<b>Information to find out about the school</b>	Within 2 terms	<ul style="list-style-type: none"> <li>• Information on the school and the staff</li> <li>• Ofsted report</li> <li>• Prospectus</li> <li>• Finances</li> <li>• School Development Plan</li> <li>• Data</li> </ul>	School website School office Ask the Headteacher or Chair

## Appendix 1.2 - Chancery Trust Induction Programme for Directors

*The Induction Programme incorporates all the parts of a new director's induction and identifies what needs to be completed as well as suggested timescales.*

Director name: \_\_\_\_\_

Date of appointment: \_\_\_\_\_

What	Approximate timescale	Details	Where/How
<b>Tasks to complete</b>	Within 2 weeks.          Prior to 1 <sup>st</sup> meeting	<ul style="list-style-type: none"> <li>• Meet the CEO and/or Chair</li> <li>• Arrange a visit to one of the schools</li> <li>• Find out dates, times and venue for future meetings of Board and relevant committees</li> <li>• Complete and return DBS and Companies House forms to the CFO</li> <li>• Provide a short bio for the Chancery website</li> <li>• Log on to GVO:               <ul style="list-style-type: none"> <li>○ Complete Skills Audit</li> <li>○ Complete Register of Interests</li> <li>○ Navigate to Induction folder and see what is there</li> </ul> </li> </ul>	Contact the Governance and Compliance Lead (GCL)          <a href="http://thegvoffice.com">GVO (thegvoffice.com)</a>
<b>Reading to complete</b>	Within 1 month	<ul style="list-style-type: none"> <li>• Log onto Every to read:               <ul style="list-style-type: none"> <li>○ CMAT Governance Code of Conduct</li> <li>○ Disqualification criteria</li> <li>○ Keeping Children Safe in Education (KCSIE) Part 1</li> <li>○ CMAT Safeguarding statement</li> <li>○ CMAT Whistleblowing policy</li> </ul> </li> </ul>	Go to <a href="http://every.education">every.education</a> Click on 'Documents' / 'My Tasks' / 'To Read'  <i>If you do not know your Every login details, please contact the GCL</i>
<b>Information to find out about the Board</b>	Within 1 <sup>st</sup> term	<ul style="list-style-type: none"> <li>• Committee structures and membership</li> <li>• Previous minutes of meetings</li> <li>• Who are the link directors?</li> <li>• The Role of Link Directors</li> </ul>	GVO / ask the Clerk or GCL  GVO / Induction / Role descriptors
<b>Information to find out about governance in Chancery Trust</b>	Within 1 <sup>st</sup> term	<ul style="list-style-type: none"> <li>• CMAT Scheme of Delegation</li> <li>• Introduction to Academy Governance</li> </ul>	GVO / Induction
<b>Mandatory training to complete</b>	At 1 <sup>st</sup> opportunity (runs termly)   Within 1 month	<ul style="list-style-type: none"> <li>• Welcome to Governance LIVE (NGA)</li> <li>• Safeguarding – in person or on Every</li> <li>• Prevent (Home Office) – link on GVO</li> <li>• Cyber security (RPA) - link on GVO</li> </ul>	See GVO / Training for details   <i>If you do not know your Every login details, please contact the GCL</i>

<b>Additional training to complete, depending on role and experience</b>	Within one year	<ul style="list-style-type: none"> <li>• Attend Chancery Governance Day</li> <li>• Additional Learning Link modules. See <a href="#">Learning Link journey</a> for suggested modules.</li> </ul>	Discuss with Chair / see Learning Link
<b>Information to find out about the trust</b>	Within 2 terms	<ul style="list-style-type: none"> <li>• Information on the schools and key personnel</li> <li>• MAT Action Plan</li> <li>• Ofsted reports</li> <li>• Trust finances</li> <li>• Summary performance data</li> </ul>	School and Chancery websites CEO and Central Team Committee and Board Chairs

## Appendix 2 – Recruitment, Induction and Leaver Checklists for Governing Boards

*Purple text relates to director recruitment*

### 2.1 Recruitment

Recruitment Planning		
Chair / HT	Review skills audit and establish requirements	
Chair / Governance & Compliance lead (GCL)	Agree advertising methods: <ul style="list-style-type: none"> <li>• Social media campaign</li> <li>• Word of Mouth</li> <li>• School and Chancery websites</li> <li>• Governors for Schools</li> <li>• Inspiring Governance</li> </ul>	
Prior to appointment		
Chair	Shortlisting (if applicable): <ul style="list-style-type: none"> <li>• Ask for Expressions of Interest /Nominations</li> <li>• Ask about motivations, skills and experience (see p13 <a href="http://nga.org.uk">The right people around the table (nga.org.uk)</a> for questions)</li> <li>• Seek references</li> </ul>	
Chair	Meeting with Chair/HT and school tour (if applicable)	
GCL	Request confirmation of eligibility	
Chair	Inform of DBS requirements	
GCL	Inform of Companies House requirements (directors only)	
Chair	Invite to observe a meeting	

### 2.2 If appointment agreed

Within one week		
Chair	Inform Clerk and GCL	
Chair	Send welcome email	
Chair / HT	Invite into school (if not already been)	
School	Request DBS	
School	Add to GIAS, Every	
GCL	Send Induction Policy	
GCL	Add to GVO, NGA	
CFO	Add to Companies House (directors only)	
Within one month		
Chair	Arrange a mentor	
Chair	Provide contact details for key governors and staff	
School	Create Badge (if applicable)	
School	Add photo to display board (if applicable)	
School	Upload bio/photo to school website	
School	Add DBS details to SCR	
CFO	If director, share SCR info with all schools	
GCL	Upload bio to Chancery website (directors only)	

## 2.3 Leavers

Within 2 weeks		
Chair	Acknowledge resignation	
Chair	If appropriate, send letter/email of thanks	
Chair	Make arrangements for an exit interview (proforma on GVO)	
Chair	Arrange for leaver to handover any ongoing projects	
Chair	Inform Clerk and GCL	
School / GCL	Remove from GIAS, Every	
School / GCL	Update school / Chancery website	
School	Remove from any other school systems (email etc)	
School / Chair	Collect badge and any other school property	
GCL	Remove from GVO, NGA	
CFO	Update Companies House (directors only)	

### **Appendix 3 - Role of the Mentor**

- Contact and introduce yourself, once the new governor has received his/her letter of appointment.
- Check that s/he has received the 'Welcome Pack' and knows the date and time of their first meeting.
- Ask if s/he has any questions on its contents.
- Arrange a short meeting/phone conversation in advance of their first meeting to offer support and a person to sit next to.
- Check they have been able to access GVO. This will enable you to remind him/her tactfully to read the agenda papers and any other relevant information and ask questions, if necessary.
- Tell her/him that s/he will be asked to introduce her/himself at the first meeting and that the governors will be asked to introduce themselves – everyone has a nameplate, too.
- Arrange to meet the new governor ten minutes before the meeting, to ensure s/he has arrived and ensure they have everything they need.
- Sit with the new governor to help her/him through the meeting.
- Be available for 5 -10 minutes after the meeting to answer any questions that have arisen.
- Encourage the new governor to complete mandatory training and participate in any other development opportunities.
- Assist the new governor to identify her/his development needs and other support needs.
- Check that the new governor is receiving a full induction.