

# Abbey Academies Trust



Every Child Matters

## POLICY

For

## INDUCTION FOR NEW TRUSTEES & GOVERNORS

New

|                |                |  |
|----------------|----------------|--|
| January 2018   | September 2021 |  |
| September 2019 |                |  |
| September 2020 |                |  |

Every Child Matters within a loving and caring Christian environment

# INDUCTION FOR NEW TRUSTEES and GOVERNORS

## Introduction

We believe that **all** members of our school community should be valued, respected and treated as an individual, in accordance with our school vision.

**We have a vision of a community in which each person is offered the opportunity to fulfil their potential and to understand themselves to be valued for who they are. Through a stimulating and challenging learning environment, we pursue academic excellence and seek the flourishing of all members of the school community. As inclusive and caring church schools, our commitment is to help pupils become thoughtful, open-minded and compassionate human beings who have the knowledge, skills and motivation they need to bring about positive transformation in the world.**

**“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can.”**

John Wesley

## Purpose

Our aim is to help our pupils to become self-motivated, persevering children, with lively enquiring minds, who know not only a body of relevant knowledge, but also how to learn, all within a loving and caring Christian environment. Abbey Academies Trust recognises that children are created in the image of God, but also values their individuality as they explore their own God given talents and are treated with respect and dignity at all times. “I know the plans I have for you, declares the Lord, plans to prosper you and not harm you, plans to give you hope and a future” Jeremiah 29:11. **‘Striving for Excellence Whilst Caring for All’ within a loving and caring Christian environment, forms the basis of our mission statement and is at the heart of all that we work hard to achieve together.**

## What we do

Ofsted classes the Board of Trustees and Local Governing Body within the leadership and management of the school. However, it is important to remember that Trustees and Governors do not manage the school. This is the job of the Executive Headteacher and Senior Leadership Team. Trustees and Governors are there to be “a critical friend” to the Executive Headteacher and the school and to co-operate in formulating the strategic direction of the school.

We are there to support the Executive Headteacher and staff but we are also there in a monitoring capacity, asking relevant questions such as ‘Is it working?’ ‘How do we know it is working?’ ‘If it isn’t working, what can we do?’ ‘How can we get better?’

The three core strategic functions of Trustees/Governors are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Executive Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent

The Trust Board and Executive Headteacher believe it is essential that all new Trustees and Governors receive comprehensive induction training covering a broad range of issues and topics.

There should be a commitment to ensure that the new Trustees and Governors are given the necessary information and support to fulfil their role with confidence. The process should be seen as an investment, leading to more effective governance as well as retention of Trustees and Governors.

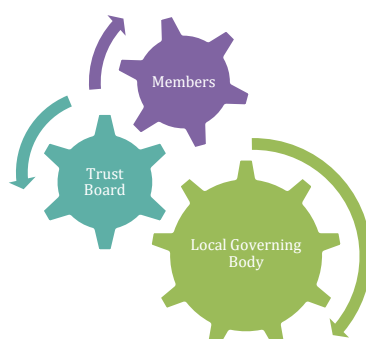
### **New Governors/Trustees will be provided with:**

- The Academy Trust's Induction Welcome Pack for Trustees/Governors containing:

|                                                                                 |                                                                                                                          |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| ✓ Trustee & Governor Induction Policy                                           | ✓ New Trustee/Governor checklist (to be completed within 3 months)                                                       |
| ✓ Trustee/Governors Code of Conduct                                             | ✓ Acronyms and abbreviations                                                                                             |
| ✓ Contact details for the academies in our Trust, including their email address | ✓ List of Trustees and Governors with contact details and status (Member / Trustee / Governor (aligned to which school)) |
| ✓ Staffing structure for academies in our Trust                                 | ✓ Details of the Governing Body committees including their terms of reference                                            |
| ✓ Dates of future Trustee and Governors' meetings                               | ✓ Latest Executive Headteacher/Head of School Reports                                                                    |
| ✓ Declaration of Interest Form to sign and return                               | ✓ Calendar of academy events and term dates                                                                              |
| ✓ Recent newsletters for the academies in our Trust                             | ✓ Induction Checklist for new Trustees/Governors                                                                         |

### **Governance Overview:**

Abbey Academies Trust has recently revised the governing body structure(s) in accordance with the NGA Governance structures: Multi Academy Trusts.



### **The Members primary function is to:**

| <b>Ensure the Trust's charitable object is carried out</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p>This is achieved by:</p> <ul style="list-style-type: none"> <li>• Ensuring the Trust's first articles of association (a document which outlines the governance structure and how the Trust will operate) are applied</li> <li>• This will include how members are recruited and replaced and how many of the Trustees the members can appoint to the Trust Board</li> <li>• Being responsible for approving any amendments made to the Trust's articles of association</li> <li>• Receiving an annual report on the performance of the trust to the members and remove trustees if they fail to fulfil this responsibility</li> </ul> |

**Members will be originally be the signatories to the memorandum of association and will have agreed the trust's first articles of association.**

## The Trust Board has three core strategic functions:

| Establish the strategic direction                                                                                                                                                                                                                      | Ensure accountability                                                                                                                                                                                                                                                                                     | Ensure financial probity                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This is achieved by: <ul style="list-style-type: none"><li>• Setting the vision, values, and objectives for the academies</li><li>• Agreeing the academy improvement strategy with priorities and targets</li><li>• Meeting statutory duties</li></ul> | This is achieved by: <ul style="list-style-type: none"><li>• Appointing the Executive Headteacher</li><li>• Monitoring progress towards targets</li><li>• Performance managing the Executive Headteacher</li><li>• Engaging with stakeholders</li><li>• Contributing to academy self-evaluation</li></ul> | This is achieved by: <ul style="list-style-type: none"><li>• Setting the budget</li><li>• Monitoring spending against the budget</li><li>• Ensuring value for money is obtained</li><li>• Ensuring risks to the organisation are managed</li></ul> |

**The trustees:** are the charity trustees (within the terms of section 177(1) of the Charities Act 2011). Because trustees are bound by both charity and company law, the terms ‘trustees’ and ‘directors’ are often used interchangeably.

**A scheme of delegation (SoD)** defines the functions which have been delegated by the Trust Board and to whom. This will ensure members, trustees, local governing committees, executive leadership and head teachers are clear about who has responsibility for making which decisions in the Trust.

**The Local Governing Body** will be established by the Trust Board. The SoD will describe the delegated functions. Responsibilities will include:

- Building an understanding of how the school is led and managed
- Reporting to the board
- Engaging with stakeholders
- Monitoring whether the school is:
  - Working within agreed policies
  - Is meeting the agreed targets
  - Managing its finances well

**These committees are not legally responsible or accountable for statutory functions – the trust board retains overall accountability and responsibility. The responsibilities of board committees are set out in their terms of reference; the responsibilities for cluster or school governing committees are set out in the scheme of delegation.**

### Confidentiality

All Trustees and Governors need to understand the principle of confidentiality. There may be confidential items discussed at Trust Board and Local Governing Body meetings and individual Trustees/Governors may be involved in confidential meetings. If an item is deemed to be confidential, it must not be discussed with anyone outside the meeting. Trustees and Governors should be aware of the requirements on them and on the Trust regarding social media and when handling personal data, including security measures when processing, storing and transporting information. Please refer to our ‘Trustees and Governors’ Code of Conduct’ and the ‘ICT Safeguarding (including Social networking) within the Academy Trust Community’ documents.

Policy Reviewed: September 2021  
Next Review: September 2022