



## INDUCTION CHECKLIST FOR NEW TRUSTEES/GOVERNORS

	ACHIEVED	NOTES
<b>ADMINISTRATION &amp; TRAINING</b>		
Welcome letter received.		
Completed the DBS check form and returned to the Clerk		
Photograph done for the academy notice boards/website		
Abbey Academies Trust name badge ordered and received		
Booked on New Governor induction training & any other details of relevant training including GDPR and Safeguarding (KCSIE September 2023)		
Receive Academies' Induction Pack, Code of Conduct & any other relevant local documentation		
<b>MEET THE WIDER TEAM</b>		
Invited by the Executive Headteacher/Head of School to visit the school(s)		
Tour of the school(s) to include opportunities to: <ul style="list-style-type: none"> <li>• meet the staff and children</li> <li>• brief overview about the academies (background and any current issues)</li> <li>• discuss the roles and relationship between the Trustees, the Governors, the Executive Headteacher/Head of School and the wider team</li> <li>• receive Prospectus and Academy Improvement Plan for school(s)</li> <li>• receive current staffing structure</li> </ul>		
<b>SUPPORT TO ATTEND YOUR FIRST FORMAL MEETING</b>		
Receive dates of planned meetings and Terms of Reference		
Pre meet with a named Trustee/Governor to discuss how the meetings operate / roles etc		
Welcomed to the Board of Trustees or Local Governing Body by the Chair		
Post meeting debrief with a named Trustee/Governor to discuss specific questions in more detail (terms of reference, decision making structure etc)		
<b>SIGN UP TO VARIOUS WEBSITES</b>		
<ul style="list-style-type: none"> <li>• Registration to Governor E-Learning and membership on the National Governors Association Website and the log-in page can accessed by the website link <a href="https://nga.vc-enable.co.uk/Register">https://nga.vc-enable.co.uk/Register</a></li> </ul>		

<p><b>Access Other Useful Information:</b></p>		
<ul style="list-style-type: none"> <li>• Department for Education Governance Handbook, which you can download from this link <a href="https://www.gov.uk/government/publications/governance-handbook">https://www.gov.uk/government/publications/governance-handbook</a></li> <li>• The latest Ofsted and Inspection Reports, which can be accessed by the academy website links <a href="https://bourneabbeyprimary.co.uk/information/ofsted/">https://bourneabbeyprimary.co.uk/information/ofsted/</a> <a href="https://bourneelseaparkprimary.co.uk/information/ofsted/">https://bourneelseaparkprimary.co.uk/information/ofsted/</a></li> <li>• Academy Improvement Plans (these will be sent electronically).</li> <li>• Academy Trust’s Policies, which can be accessed on the academy websites</li> <li>• ESFA Academy Trust Handbook via the website link: <a href="https://www.gov.uk/government/publications/academies-financial-handbook">https://www.gov.uk/government/publications/academies-financial-handbook</a></li> <li>• The latest Accounting Officer Letter (which will be sent electronically).</li> <li>• Memorandum and articles of association which can be accessed on our school websites</li> <li>• Funding agreements <a href="https://www.compare-school-performance.service.gov.uk/school/136354?tab=workforce-and-finance">https://www.compare-school-performance.service.gov.uk/school/136354?tab=workforce-and-finance</a> <a href="https://www.compare-school-performance.service.gov.uk/school/140214?tab=workforce-and-finance">https://www.compare-school-performance.service.gov.uk/school/140214?tab=workforce-and-finance</a></li> </ul>		

Once you have completed the checklist, keep a signed copy for your own records and please sign/date and return to the Jill Bates our Chief Operating Officer.

A copy of this be saved in your training file and be available to the Chair of Trustees and the Training Link Governor.

Name.....

Signed.....

Date.....