



INDUCTION CHECKLIST FOR NEW TRUSTEES/GOVERNORS

	ACHIEVED	NOTES
ADMINISTRATION & TRAINING		
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 2024)		
Receive Academies' Induction Pack, Code of Conduct & any other relevant local documentation		
MEET THE WIDER TEAM		
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"> • meet the staff and children • brief overview about the academies (background and any current issues) • discuss the roles and relationship between the Trustees, the Governors, the Executive Headteacher/Head of School and the wider team • receive Prospectus and Academy Improvement Plan for school(s) • receive current staffing structure 		
SUPPORT TO ATTEND YOUR FIRST FORMAL MEETING		
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)		
SIGN UP TO VARIOUS WEBSITES		
<ul style="list-style-type: none"> • Registration to Governor E-Learning and membership on the National Governors Association Website and the log-in page can accessed by the website link https://nga.vc-enable.co.uk/Register 		

Access Other Useful Information:		
<ul style="list-style-type: none"> • Department for Education Academy Trust Governance Guide: https://www.gov.uk/guidance/-governance-in-academy-trusts • The latest Ofsted and Inspection Reports, which can be accessed by the school website links https://bourneabbeyprimary.co.uk/information/ofsted/ https://bourneelseaparkprimary.co.uk/information/ofsted/ https://www.colsterworth.lincs.sch.uk/ofsted/ • Academy Improvement Plans (these will be sent electronically). • Academy Trust's Policies, which can be accessed on the school websites • ESFA Academies Financial Handbook via the website link: https://www.gov.uk/government/publications/academies-financial-handbook • The latest Accounting Officer Letter (which will be sent electronically). • Memorandum, articles of association and funding agreements which can be accessed on our school websites 		

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.....