



The Societas Trust

Induction Pack for Governors

Date of Policy	October 2025
Reviewed and agreed by	The Directors' Board
Adopted	18 October 2023
Review Date	16 October 2024
Review Date	15 October 2025
Next Review Date	Autumn 2026

For the purpose of this policy the following are interchangeable:

Member/ Trustee/ Director/ Governor

Trust/ Academy

Governing Board applies to the Trust Board and Local Governing Boards

Induction Pack

Welcome to the Governance Team of The Societas Trust as a new
Trustee/ _____ Governor (Please indicate governor type).

Your term of office commenced on _____ and is for **four** years.

This pack has been put together by the Directors' Board and we hope it will give you useful guidance in the early stages of your governorship and help you to become, and to feel, part of our team.

Carol Dudson

Chair of The Trust Board

The Chair of your Governing Board is _____

Email: _____

The Clerk is _____

Email: _____

Your Mentor is _____

Email: _____

The **CEO/Headteacher** is _____

Email: _____

The Business Manager is _____

Email: _____

Your governor email address is _____

Getting to Know Your Team

You are always welcome to visit any of our settings. If you want to arrange a time, then please feel free to initially contact the Trust/academy through email.

To begin with, we want to help you get to know the rest of the governing board, so soon after your appointment, the Chair will contact you to let you know when the next meeting is and what will be happening at it. For local governors, the headteacher will also arrange to give you a tour of the academy and introduce you to staff and children, as well as giving you copies of any relevant documents.

Meetings

Your governing board usually meets **once** a term.

Meetings are usually held at

There are the following committees:

- **Education**
- **Resources**
- **Other**

You will be invited to join a committee appropriate to your skill set at your first meeting.

There are also the following link roles:

- Safeguarding
- SEND/ Inclusion
- Data Protection
- Mental Health and Wellbeing
- Philosophy for Children
- **Pupil Premium**
- **Curriculum**
- **Other**

You will be invited to take on or shadow one of these roles appropriate to your skill set at your first meeting.

If you would like something to be discussed at a meeting, please discuss this with the Chair a couple of weeks before the meeting.

Papers are usually circulated at least seven days beforehand.

Please bring any relevant minutes and papers to the meeting and don't forget your diary.

As a member of our governing team, you also have gold membership of the NGA. Please contact the Trust/Academy for more details.

You will also be given login details for the National College for training purposes; again, please contact the Trust/Academy for more details.

Code of Conduct

By agreeing to serve as a governor, you also agree to abide by our Code of Conduct, which can be viewed here under Local Governance:

<https://www.societastrust.org.uk/page/?title=Key+Information&pid=13>

Complaints' Procedures

These can be viewed here under Complaints:

<https://www.societastrust.org.uk/page/?title=Key+Information&pid=13>

Safeguarding

On appointment, please familiarise yourself with the Trust's safeguarding policies which can be found here under Safeguarding;

<https://www.societastrust.org.uk/page/?title=Key+Information&pid=13>

Our Vision, Scheme of Delegation, Education Strategy and Plan

These can be found here under Trust Governance and Development:

<https://www.societastrust.org.uk/page/?title=Key+Information&pid=13>

Privacy Notice

Please click on the link below to view our privacy notice for governors:

<https://www.societastrust.org.uk/page/?title=Privacy+Statements&pid=19>

Data Protection

Please click on the link below to view our Data Protection Policies:

<https://www.societastrust.org.uk/page/?title=Trust+Policies&pid=16>

Policies and Procedures

All other Trust policies can be viewed on the Trust's website:

<https://www.societastrust.org.uk/page/?title=Trust+Policies&pid=16>

Any sections highlighted in yellow are setting specific. For the setting's own version please visit their website.

Training to do Immediately on Appointment

The following tutorials should be conducted immediately after your appointment:

<https://nationalcollege.com/courses/new-certificate-in-safeguarding-for-trustees><https://nationalcollege.com/courses/new-certificate-in-safeguarding-for-governors><https://nationalcollege.com/courses/certificate-in-data-protection-gdpr-for-governors-trustees><https://nationalcollege.com/courses/annual-certificate-in-safeguarding-refresher>

<https://nationalcollege.com/courses/new-certificate-in-online-safety-for-governors>

<https://www.youtube.com/watch?v=pP2VKWSagE0>

You will also need your login details for the National College to do this. Please let the Trust/setting know if you need help logging on. Please also let the Trust/setting know when you have completed the training.

Skills Audit

On appointment, please complete the skills audit by following the link below:

<https://www.surveymonkey.com/r/Y3T9RKZ>

This information will then be used when compiling the Trust's training plan.

Ongoing Training

We encourage governors to participate in training. In addition to bespoke training provided by the Trust, we have also 'bought into' the National College on-line training portal for governors. We also have other training available through the NGA and through Stoke Governor Services (SGS); please let the Trust/Academy know of any training you wish to attend.

Other Useful Resources and Reading:

Please visit key information on the Trust's website for all other useful resources and reading under Other Resources:

<https://www.societastrust.org.uk/page/?title=Key+Information&pid=13>

Finding out more...

Please never be afraid to ask questions or for further information if not covered in this pack.

Abbreviations

There's a lot of jargon in education and although we try to avoid too much of it, some slips through. Please ask if you don't know what we're talking about! No question is too small or too silly!

And finally...

We are so pleased that you have joined our governance team. We hope that you will enjoy the experience and take the opportunity to become as involved as possible in the life of the Trust and its settings.

With my very warmest wishes,

Jon Lovatt

CEO, The Societas Trust