



The Societas Trust

Induction Policy for Governors

Date of Policy	October 2023
Reviewed and agreed by	The Directors' Board
Review Date	18 October 2023
Next Review Date	Autumn 2024

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 Policy

The Societas Trust believes that in order to fulfil its responsibilities effectively, it is essential that every governor is committed to a shared vision for the Trust and its academies, and that all governing boards are working well as a team to achieve this.

To help new governors to feel able to take an active part within the relevant governing board and be valued as an equal member of the team, we recognise the need for all new governors to have an induction – i.e. 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 Trust/Academy
- assist them to understand their role and responsibilities
- advise them of the policies, procedures and training requirements
- enable them to contribute fully to the work of the Governing Board

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

1. The chair of the appointing governing board sends a note welcoming the new governor to the team and offering them the opportunity to meet informally before the first formal meeting.
2. For Local Governing Boards, The Headteacher invites the new governor to visit the academy.
3. When a new governor attends their first meeting, the Chair welcomes them and introduces them to the other members, and to talk briefly about their experience, skill-set and other interests. The other members present are asked to do the same.
4. The new governor is invited to join a relevant committee or committees, if applicable. If they wish, they can be given the opportunity to attend and observe committee meetings before making a decision about which committees they might like to join.
5. An existing governor is appointed to take responsibility for inducting every new governor, acting as a mentor.
6. The role of the mentor is to ensure that the new governor:
 - receives the Induction Pack
 - is invited to visit the academy and to meet the headteacher and relevant staff
 - is aware of the relevant training opportunities and how to access relevant courses
 - knows how to access policy documents and other relevant information
 - knows who to contact for advice and support
 - is supported throughout the period of induction, by meeting with them periodically to check how they are doing and discussing any issues raised.

A sample letter to other members of the Governing Board

Dear Governor

I am delighted to be able to welcome _____ as a new
Director/Member/Governor.

XXX has kindly agreed to be their mentor for the first year and will introduce them at our next meeting. I know that you will make them feel welcome.

Thanks in advance for your support.

Yours sincerely,

Chair of **Trust/Local Governing** Board

A sample letter of welcome to a new Trustee/Governor

Dear _____

Welcome to the **Trust Board/ Local Governing Board of XXXX**.

We are delighted that you have agreed to join our team of dedicated **Trustees/governors**. It is a very important job and we hope that you will enjoy working with us to help the **trust/academy** to provide the best possible opportunities for our pupils and staff.

We know that being a **trustee/governor** may seem daunting at first with masses of paperwork, new jargon and so on, but there are people here who can guide and support you. If you want to know something, never be afraid to ask. Remember, you also bring knowledge, skills, enthusiasm and experience to the **trust board/local governing board**.

Member of the **trust board/local governing board** have a range of skills, talents and experience, and often hold strong views based on these. There may be challenge, but what is important is that we work as a team, united by our commitment to do our best for our pupils and staff. We make decisions collectively and share responsibility for these decisions.

..... has kindly agreed to act as your mentor and will contact you shortly. They will help you to prepare for your first meeting, and introduce you to the other **trustees/governors**.

You will also receive an induction pack to help you through the first stages of your governorship. Your mentor will take you through the pack and make sure that you are familiar with the contents.

The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to eligibility checks including a criminal records check from the Disclosure & Barring Service (formerly CRB). Someone from the Trust or school office will be in touch to guide you through this process.

We look forward to seeing you at your first meeting.

Yours sincerely,

Chair of the Trust Board/Local Governing Board