

# GLC DIRECTORS' AND GOVERNORS' INDUCTION POLICY

This Policy was ratified by the Board of Directors on :	Spring 2025
This Policy will be reviewed on :	Spring 2028

## **GLC Mission Statement**

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

## **Equalities Statement**

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

# GLC Directors' and Governors' Induction Policy

The GLC Board of Directors and Quality of Education Board believe it is essential that all new Directors and Governors receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that the new Directors and Governors are given the necessary information and support to fulfil their role with confidence. The process is seen as an investment, leading to more effective governance and retention of Directors and Governors.

## **Purpose**

- To welcome new Directors and Governors to the Board of Directors and Quality of Education Board and enable them to meet other members;
- To encourage new Directors and Governors to visit the Academy to experience its atmosphere and understand its ethos;
- To meet the GLC senior staff, the Head of School, academy staff and students;
- To explain the partnership between the GLC Board of Directors and Quality of Education Board;
- To explain the role and responsibilities of Directors and Governors;
- To give background material on the GLC, the Academy and current issues;
- To allow new Directors and Governors to ask questions about their role and/or the Academy;
- To explain how any committees work;
- To explain how responsibilities are designated to Governors and Directors;
- To allow new Directors and Governors to join the committee(s) of their choice.

## **New Directors and Governors will:**

- Be interviewed by the GLC Scrutiny Committee in advance of an invitation to join;
- Be welcomed to the Board of Directors and/or Quality of Education Board by the Chair;
- Be invited by the Head of School to visit the Academy;
- Have the opportunity to tour the Academy and meet staff and pupils;
- Receive an informal briefing on the Academy from the Head of School and/or Chair;
- Be asked to complete a DBS declaration, identification checks and right to work (directors only);
- Have the opportunity to meet informally with an existing Director or Governor who will then act as their mentor;
- Be accompanied by their mentor to their first full Board of Directors and/or Quality of Education Board meeting [if required];
- Have the opportunity to review their first meeting with the mentor.

## **New Directors and Governors will receive:**

- The Department for Education (DfE) Guide to the Law for Governors;
- The Academy's Induction Pack for Academy Governors;
- The Academy Development Plan and the GLC Development Plan;
- Minutes of the last full Board of Directors' meeting and/or Quality of Education Board meeting and details of the committees including their terms of reference;
- Dates for future meetings including committee meetings;
- Details of how to contact the other Directors and Governors;
- Details of how to contact the Academy including the email address.

## **New Directors and Governors are also recommended to read:**

- The latest Ofsted report;
- The Academy prospectus;
- The Directors' and Governors' Visits Policy.

## **Areas that the Chair of Governors/mentor will cover include:**

- Background to the Academy and the GLC;
- Current issues facing the Academy;

- Visiting the Academy;
- The relationship between the Head of School and the Board of Directors/Quality of Education Board;
- An overview of the Director's/Governor's role [including a mention of confidentiality and acronyms];
- How the Board of Directors, the Quality of Education Board and committee meetings are conducted;
- How to propose agenda items;
- Director and Governor training.

## New Director/Governor Checklist

Director/Governor Induction plan			
Name of governor:			
Commencement of term date:			
Board/Quality of Education Board:			
Chair of governors:			
Induction procedure	Who by	Signed Governor	Signed Chair
Completed identification process for DBS check and right to work [directors only]	HR/SSM		
Welcomed to the Board of Directors/Quality of Education Board	Chair		
Invited by the Head of School/Chair to visit the Academy	Head		
Toured the Academy and met staff and students	Head		
Received an informal briefing on the Academy	Head/ Chair		
Assigned/met informally with an existing Director/Governor [who will act as mentor]	Chair		
Completed safeguarding training	DSL		
Google account to be set up	Clerk		
<b>Have you received?</b>			
DfE Academy Trust Governance Guide	Clerk		
Academy Development Plan	Clerk		
Minutes of the last full Board of Directors' meeting/Quality of Education Board meeting and details of the committees including their terms of reference	Clerk		
Dates of future meetings including committees	Clerk		
Details of how to contact the other Directors/ Governors	Clerk		
Details of how to contact the Academy including the e-mail addresses	Clerk		
Latest Ofsted report [available on the academy website]	Website		
Directors' and Governors' Visits Policy	Clerk		
Financial Regulations [Finance, Premises and Personnel Committee only]. The Scheme of Delegation is available on the GLC website	Clerk/ Website		
<b>Has the Chair of the Board of Directors/Chair of Quality of Education Board or Head of School covered?</b>			
Background to the Academy	Head/ Chair		
Current issues facing the Academy	Head/ Chair		
Visiting the Academy	Head/ Chair		
Overview of the Director's/Governor's role	Head/ Chair		

Relationship between the Head of School, the Board of Directors and the Quality of Education Board	Head/Chair		
Completion of Business Interests Form	Clerk		
Have you had the opportunity to review your first GB meeting with the mentor?			

I confirm that I have completed all aspects of the governor induction policy as outlined in the checklist above

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please retain the original signed copy for your own records and forward copies to the Chair of Governors and Clerk**