



**The TRUE Learning
Partnership**

The TRUE Learning Partnership

Company number 10455740

Induction Procedure for Governors

(Insert name of school)

September 2020

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➤ **Introduction**

The aim of The TRUE Learning Partnership's "Induction Procedure for Governors" is to provide our new Governors with the information they will need to become as effective as possible in their role, within the shortest practicable time. The TRUE Learning Partnership (TTLP) is committed to ensuring that all new Governors are given the necessary information, confidence and support they need to fulfil their role effectively within our schools. This process is seen as an investment, leading to more effective governance and retention of Governors.

➤ **The TRUE Learning Partnership (TTLP)**

In December 2018, Poynton High School and Lostock Hall Primary School became the founding partners of The TRUE Learning Partnership. In 2020, Disley Primary School, Hague Bar Primary School and Glossopdale School joined our Trust.

Our vision is a community based, values focussed, learning organisation that meets the needs of all its members so that all will achieve.

For more information on TTLP please visit our website <https://truelearning.org.uk/>. You will also find links here to all of the schools in our Trust.

Our Scheme of Delegation is the key document that we refer to when defining which functions have been delegated and to whom at Trust level and local level. This document summarises how the Local Governing Bodies work with the Trust to ensure the vision and values of TTLP are embedded at a local level. This scheme is intended to demonstrate clearly the lines of accountability. It should help prevent confusion arising before any misunderstanding which could lead to a loss of trust and damaged working relationships.

Individual schools will retain their Local Governing Body (LGB) as a committee of the Trust Board, with agreement from the Trust. It needs to be clearly understood by all parties that this may be subject to future change. The Trust Board will always have the power to appoint and remove committees at any point, whether it be a committee of the Trust Board, or Local Governing Body. Although the LGB may be retained as a committee of the Trust Board, its decision-making powers may well be very different to those it had as a local authority maintained school Governing Body.

➤ **The role of the Local Governing Body (LGB)**

The Local Governing Body's role is to exercise leadership on behalf of the Trust in the running of the individual school and to provide information to the Trust Board on its operation and performance. It will exercise its responsibilities and powers in partnership with the Head Teacher and the Trust's Executive Management Group. It is agreed that at the outset, individual schools may, if they wish, keep their current Governing Body composition and membership and may organise their sub-committee structure as they see fit, provided the essential functions of education and achievement, pupil welfare, finance, premises and human resources, admissions, curriculum and spiritual, moral, social and cultural development (SMSC) are covered off.

The Local Governing Body and Head Teacher have full delegated responsibility for the day to day leadership and management of their school. Each Local Governing Body also has a key role to play in the overall development and success of the Trust and in contributing to joint working and sharing of best practice between schools in the Trust.

4. TTLP Key Documents and information for the Induction of Governors.

The Clerks to the LGB and Trust Board will be responsible for ensuring that all new Governors receive the following key documents (amend to suit the needs of your school):

	Received ✓
The NGA "Welcome to Governance" guide	
The DfE Governance Handbook	
TTLP Scheme of Delegation	
Academies Financial Handbook	
The school prospectus	
A copy of the most recent school newsletter	
A copy of TTLP's most recent newsletter	
Recent Ofsted reports	
School Rapid Improvement Plan	
Governor Development Framework	
Personalised responsibilities and objectives statement relating to the Governors role	
Details of the Governing Body committees and their terms of reference	
Minutes of the last 3 full Governing Body meetings	
Head Teacher's reports from the last 3 Governing Body meetings	
The school's strategic/ 5 year plan	
Action plans for specific subject areas	
Feedback from parental/ staff/ student surveys	
Details of current interventions/ programmes in school	
Relevant financial reports	
Dates for future Governors' meetings including committees	
Details of how to contact other Governors	
Details of how to contact the school, including the website and e mail address	
Details of TTLP's website and key contacts	
Access to Governor Hub/ cloud storage	
Establishing a school e mail account	

5. Key contacts

- (Insert details of Head Teacher)
- (insert details of the Clerk)
- (Insert details of the Chair of the LGB)
- (insert details of the Vice Chair of the LGB)
- Trust Leader: Mr David Waugh dwaugh@truelearning.org.uk
- Chair of the Trust Board: Mrs Karen Tomlinson kmtomlinson55@yahoo.co.uk
- Chief Financial Officer (CFO): Mrs Jill Ingram jingram@truelearning.org.uk
- Clerk to the Trust Board: Ms Kelly Towler ktowler@truelearning.org.uk

6. Essential Wider Reading to Support Governor Induction

	Received ✓
Governance in Multi Academy Trusts (NCTL) https://www.gov.uk/government/publications/governance-in-multi-academy-trusts	

7. School visit

All new Governors will be invited by the Head Teacher and Chair of the LGB to visit the school. As well as receiving briefings from the Head Teacher and the Chair, this visit will give the new Governor the chance to experience the atmosphere and ethos of the school during a normal working day.

Typically this visit will be timed to coincide with either a Full Governing Body meeting or a relevant committee meeting. Areas to be covered during the visit will include;

- Background to the school
- Current issues facing the school
- An explanation of the relationship between the Trust, Head Teacher, School and Governing Body
- The roles and responsibilities of Governors
- An explanation of how the Governing Body and its committees work

The meeting will also provide the opportunity for the new Governor to raise any questions relating to the role or resulting in his/ her review of the documents provided.

8. Meeting with the Trust Leader and Chief Financial Officer (CFO)

In order to gain an understanding of the role of governance in the MAT, all new Governors will have a meeting with the Trust Leader and the CFO. This will provide an opportunity to raise any questions in relation to the Trust, or resulting in his/ her review of the TTLP documents provided.

9. Training and Development meeting

Within 3 months of appointment, The Chair or Vice Chair of the LGB will meet with the new Governor to take him/ her through the Governor Development Framework. The meeting will specifically cover the following:

- The individual responsibilities and objectives of the new Governor
- Access to the NGA website and communications
- Access to the Governor e learning system/ Educare and mandatory courses
- The Induction procedure

For a period spanning at least 3 months following appointment, the Chair or Vice Chair will make themselves available in a mentoring capacity.

10. New Governor Checklist (amend to suit the needs of your school)

Pre appointment	Key contact	Tick on completion	Date of completion
Informal meeting with Head Teacher to discuss the opportunity to join the Governing Body – brief history of the school, role of governance, current issues/ focus, visions and values *some schools may choose to invite a potential Governor to a FGB meeting before they commit to the role	Head Teacher/ Chair of LGB		
Conflict of interest form	Clerk to LGB		
NGA Skills audit	Clerk to LGB		
Upon appointment	Key contact	Tick on completion	Date of completion
Briefing with Head Teacher: outline of the role of a Governor and a summary of their responsibilities and obligations, overview of Governor members and who to contact for support Visit of the school Tour of the school	Head Teacher/ Chair of LGB		
DBS check	Clerk to LGB		
Meeting with Trust Leader and CFO	Clerk to Trust Board		
Subscription to NGA membership	Clerk to LGB		
Key documents <ul style="list-style-type: none"> • NGA “Welcome to Governance” guide • The DfE Governance handbook • TTLP Scheme of Delegation • Academies Financial Handbook 	Clerk to LGB, Clerk to Trust Board		
Other important documents <ul style="list-style-type: none"> • School prospectus • Recent School newsletter • Recent TTLP newsletter • Recent Ofsted reports • School Rapid Improvement Plan • Governor Development Framework • Personalised Responsibilities and objectives statement relating to the Governors role • Details of Governing Body committees and their terms of reference • Minutes of the last 3 Governors meetings 	Clerk to LGB, Clerk to Trust Board		

<ul style="list-style-type: none"> • The school's strategic/ 5 year plan • Action plans for specific subject areas • Feedback from parental/ staff/ student surveys • Details of current interventions/ programmes in school • Relevant financial reports 			
Key dates/ contact information <ul style="list-style-type: none"> • Dates of future meetings for the Governing Body and committees • Details of how to contact other Governors • Details of how to contact the school • Details of TTLP's website and key contacts • Access to Governor Hub/ cloud storage • Setting up a school e mail account 	Clerk to LGB		
Description of the procedures to be adopted at Governors meetings <ul style="list-style-type: none"> • When the papers are sent out • Normal location of meetings • How long meetings last • Procedure for raising items for consideration 	Clerk to LGB		
Within 3 months of appointment	Key contact	Tick on completion	Date of completion
Introduction to Governors at a Governors meeting	Head Teacher/ Chair of LGB		
Training and development meeting Educare Child Protection training (Child Protection in Education or Child Protection Refresher Course)	Chair or Vice Chair of LGB/ Clerk to LGB		
School policies	Clerk to LGB		
3 month review of role to date: induction checklist, attendance at meetings, contributions to meetings, performance against Responsibilities and Objectives statement, training requirements	Head Teacher/ Chair of LGB		

Name:

Signed:

Date:

Please use the checklist to ensure that you have received all of the relevant information required for your role.

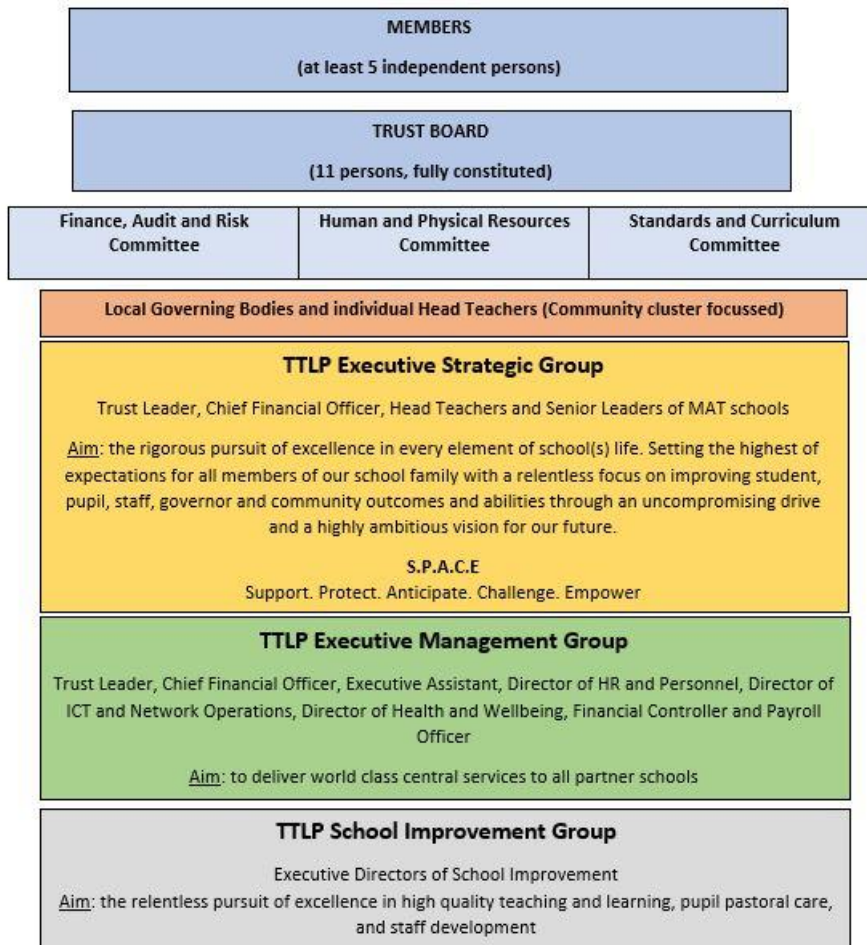
If you require any more information, please contact the Clerk to the LGB or Clerk to the Trust Board.

Appendix 1) Multi academy trust acronyms and abbreviations

AHT	Assistant Head Teacher
ASCL	Association of School and College Leaders
BACS	Bankers automatic clearing system
CEO	Chief Executive officer
CFO	Chief Financial Officer
CoG	Chair of Governors
CPD	Continuing Professional Development
DBS	Disclosure and Barring Service
DfE	Department for Education
DHT	Deputy Head Teacher
DPO	Data Protection Officer
EAL	English as an Additional Language
EBacc	English Baccalaureate
EHC Plan	Educational Health Care Plan
ESFA	Education and Skills Funding Agency
EYFS	Early Years Foundation Stage
FSM	Free School Meals
FTE	Full Time Equivalent
GCSE	General Certificate of Secondary Education
GIAS	Get Information About Schools
HMI	Her Majesty's Inspector of Schools
HMRC	Her Majesty's Revenue and Customs
HR	Human Resources
HT	Head Teacher
ICT	Information and Communications Technology
KPI	Key Performance Indicator
KS1	Key Stage 1 (Years 1-2)
KS2	Key Stage 2 (Years 3-6)
KS3	Key Stage 3 (Years 7-9)
KS4	Key Stage 4 (Years 10-11)
KS5	Key Stage 5 (16-18/ 6 th form)
LA	Local Authority
LAC	Looked After Children
LGB	Local Governing Body
MAT	Multi Academy Trust
MIS	Management Information System

NEET	Not in Education, Employment or Training
NGA	National Governance Association
NQT	Newly Qualified Teacher
Ofsted	Office for Standards in Education
QTS	Qualified Teacher Status
RAG	Red Amber Green
RO	Responsible Officer
RSC	Regional Schools Commissioner
S.P.A.C.E.	Support. Protect. Anticipate. Challenge. Empower
SBM	School Business Manager
SCR	Single Central Record
SDP	School Development Plan
SEF	Self Evaluation Form
SEND	Special Educational Needs and Disability
SIP	School Improvement Partner
SIP	School Improvement Plan
SLT	Senior Leadership Team
SMSC	Spiritual, Moral, Social, Cultural
SORP	Statement of Recommended Practice
SRIP	School Rapid Improvement Plan
SUN	System User Number
TTLP	The TRUE Learning Partnership

Appendix 2) TTLP Structure



Partnership

Appendix 3) The importance of confidentiality and acceptable use of technology

It is accepted that Governors will generally bring their own devices to meetings. As such, it is important to be aware of the need to ensure information is kept safe and secure.

Governors are encouraged to;

- Ensure that all technology devices have password/encryption facilities installed, for mobiles this must be a minimum of a 4 digit passcode
- Not disclose or share any passwords provided for their use to others and will not attempt to gain access to anyone else's passwords. Passwords will not be written down and kept where anyone else can gain access to them
- Ensure all school data is kept secure and used appropriately
- Ensure that any emails with attachments that contain personal or sensitive data are encrypted or are saved onto a secure area
- Maintain professional boundaries when using the internet and social media for personal use.
- Report to the DPO immediately if any device containing school information (laptop/mobile phone/ipad or similar) is stolen, as this is considered a breach under GDPR and will need reporting within 72 hours
- Refrain from storing school data on personal cloud storage platforms, due to the potential risks outlined below

Cloud Storage

Using the "cloud" to store data for work purposes is a potential security risk.

- The trust can no longer guarantee the quality of access controls protecting the data
- The location where the data is stored may not be guaranteed as remaining in the European Economic Area (EEA) and so may not meet the Data Protection legislation requirements for personal and sensitive data.
- In many cases, public cloud storage requires that files be associated with an individual's personal account. Should that individual become ill, be absent for other reasons or leave, the trust could lose access to the data.
- Cloud services generally limit their liability for negligence, resulting in little or no recourse should the provider misuse, lose or damage information stored in the cloud
- Few cloud providers guarantee that they will not access the information stored within their service, leading to concerns over privacy and intellectual property rights
- Some if not all providers do not guarantee that the user's ownership of the data stored in the cloud will be retained. This is primarily to enable the provider to move data around to their different server locations without your prior approval but opens further questions about intellectual property rights
- Using cloud storage software to synchronise files between work and personal devices could result in personal/sensitive information being held inappropriately on personal equipment
- If they have financial difficulties a cloud storage provider may end the service with little or no notice, leaving staff with no access to files.

Appendix 4) Privacy notice



Privacy notice for Governors, Trustees and other volunteers

Under data protection law, individuals have a right to be informed about how the TRUE Learning Partnership uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working with the TRUE Learning Partnership in a voluntary capacity, including governors and trustees.

We, the TRUE Learning Partnership, c/o Poynton High School, Yew Tree Lane, Poynton Cheshire, SK12 1PU, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Jill Ingram (see 'Contact us' below).

The personal data we hold

We process data relating to those volunteering within the TRUE Learning Partnership.

The personal data collected is essential, in order for the trust to fulfil our official functions and meet legal requirements. We collect and use governance information to meet the statutory duties placed upon us.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers (such as name, date of birth, contact details)
- References
- Evidence of qualifications
- Employment details
- Information about business and pecuniary interests
- Occupation
- Nationality
- Terms of office/ specific roles and duties/ resignations
- Attendance at meetings
- Training records

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

Under the GDPR, the legal bases we rely on for processing personal information for general purposes is to meet the statutory duties placed upon us, in accordance with our legal obligation. All academy trusts, under the Academies Financial Handbook, have a legal duty to provide governance information. The purpose of processing this data is to support the TRUE Learning Partnership to:

- Establish and maintain effective governance, through internal reporting and record keeping
- Meet statutory obligations for publishing and sharing governors and trustees details (via Get Information About Schools)
- To formally recognise the accountability of governors/ trustees (via Companies House)
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Undertake equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them
- Coordinate training opportunities and access to guidance (via National Governance Association)
- Communicate effectively
- Utilise the media – administrative, marketing, news

Use of your personal information for marketing purposes

Where you have given us consent to do so, the TRUE Learning Partnership may send you marketing information by email or text promoting TRUE Learning Partnership events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or ‘opt out’ of receiving these texts and/or emails at any time by clicking on the "Unsubscribe" link at the bottom of any such communication, or by contacting our Data Protection Officer.

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else’s interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting this information

We collect personal information via the trustee induction procedure and various contact forms and communication. Governance data is essential for the trust's operational use.

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in accordance with our GDPR Policy.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the TRUE Learning Partnership.

When your relationship with the TRUE Learning Partnership has ended, we will retain and dispose of your personal information in accordance with our retention policy.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies (DfE)– to meet our legal obligations to share information about governors/trustees
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as governor/trustee support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts
- Professionals working at other schools in the MAT
- Meet statutory obligations for publishing and sharing governors and trustees details (via Get Information About Schools)

- To formally recognise the accountability of governors/ trustees (via Companies House)
- Coordinate training opportunities and access to guidance (via National Governance Association)

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the TRUE Learning Partnership holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Jill Ingram– dpo@truelearning.org.uk

