



Bosco Induction Policy for Governors & Trustees

For all schools within the Bosco Catholic Education Trust

This Policy has been approved and adopted by the Bosco Catholic Education Trust

Approved:	For Review:
May 2023	May 2026

1. Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust (“the Trust”) is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

2. Statement of Principle

At the Trust, we believe it is essential that all new governors and trustees receive a comprehensive induction package covering a broad range of issues and topics. There is a commitment to ensure that all new governors and trustees 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 those who volunteer.

3. Aims

- 3.1. To welcome new governors and trustees and enable them to meet other members.
- 3.2. To facilitate a quick engagement with the workings of their committee or board.
- 3.3. To encourage shared responsibility and an equitable contribution to the workload.
- 3.4. To encourage new governors and trustees to visit the school/s to experience their atmosphere, understand their ethos and to meet the headteachers, staff and students.
- 3.5. To explain the partnership between the trust, school, headteacher and school community.
- 3.6. To explain the role and responsibilities of governors and trustees.
- 3.7. To give background material on the school/s (or trust) and to highlight any current issues.
- 3.8. To allow new governors and trustees to ask questions about their role and the school / trust.
- 3.9. To explain how their committee or board, and their sub-committees work.
- 3.10. To allow new governors and trustees to join the committee(s) of their choice.

4. Process Overview

The process of induction for any new Governor or Trustee joining Bosco Catholic Education Trust is set out below.

Inductions are generally led by the Chair with the support of their Clerk or, on occasion, a Mentor; a summary of the actions required are set out below:

4.1. Chairs should:

- Meet with the new Governor or Trustee,
- Assign a mentor, if appropriate,
- Give an overview of their role, including confidentiality,
- Identify any training needs,
- Keep in touch.

4.2. Chairs (or Mentor’s if applicable) should also:

- Meet with the new Governor or Trustee,
- Advise the Child Protection arrangements and the governor or trustee’s role in safeguarding these,
- Help them to prepare for their first board / committee meeting,

- Stress the importance of giving apologies if unable to attend meetings,
- How to propose agenda items,
- Keep in touch.

4.3. Clerks should:

- Share all key documents required by the new Governor or Trustee,
- Ensure they are set up with a school (or Trust) email address,
- Ensure they are issued with a photo ID and lanyard for their school (or Trust),
- Ensure they have access and training to Governor Hub and Called to Serve,
- Support any training needs the new Governor or Trustee may have.
- Ensure the relevant Companies House filings are undertaken (Trust Board only).

4.4. New Governors and Trustees should:

- Complete a DBS check,
- Complete and return all declarations,
- Tour the school/s and meet all key staff,
- Use only the school or trust email address in all communication related to the school/s, trust and governance activities,
- Undertake all training in a timely manner and within no more than one month of commencing their term of office.

Appendix 1

New Governor and Trustee Induction Checklist

Action	By	Date Completed
Initiate DBS Check, obtain copies of supporting ID*	Clerk	
Request a school or Trust email address for the new Governor or Trustee	Clerk	
Add to Governor Hub and arrange training if required	Clerk	
Share Induction Pack with the new Governor or Trustee, to include: <ul style="list-style-type: none">• A copy of this policy and its appendices• Declaration of Interests Form• Bosco Governor's Handbook• Bosco Code of Conduct for Governors & Trustees• Terms of Reference for LGC's (if applicable)• Terms of Reference for relevant sub-committee/s• Minutes from the most recent full meeting• The most recent Ofsted report for the school (if applicable)• The latest version of Keeping Children Safe in Education (KCSiE)• KCSiE Declaration Form• How to access the school and trust websites• How to access school and trust policies• School (or Trust) Risk Register• Scheme of Delegation• Memorandum of Understanding• Protocol	Clerk	
Complete and return: <ul style="list-style-type: none">• Declaration of Interests form• Bosco Code of Conduct Declaration form• KCSiE Declaration form	New Governor	
Arrange a skills audit to identify any training needs	Chair	
Assign a mentor / buddy (if appropriate)	Chair	
Organise a welcome meeting with the Chair	Clerk / Chair	
Organise a welcome meeting with the Headteacher or CEO	Clerk / Chair	
Share details of upcoming meetings	Clerk	
Share details of how to contact the other governors, trustees & staff	Clerk	
Arrange access to Governor Knowledge & Called to Serve	Clerk	
Ensure Companies House filings are undertaken (Trustees only)	Clerk	
Complete safeguarding for governance training	New Governor	
Complete training for new Governors or Trustees via Called to Serve	New Governor	
Organise a School Tour (if applicable) and to meet key staff	Chair	

**Supporting documents required to undertake a DBS check are identified by the new governor or trustee when they complete the DBS check, which will be requested via email from EPM. The new governor or trustee must then liaise with the clerk or school business manager to provide original versions of the ID that has been chosen so that the clerk or school business manager can formally complete the relevant ID checks.*