



## Training and Development Checklist for Directors and LAC Governors

The objective of induction is to provide new Directors and LAC Governors with the information they will need to become as effective as possible in their role within the shortest practicable time. The Trust's induction process aims to achieve four things:

- build an understanding of the nature of the Trust and its schools, its purposes and the communities in which it operates;
- develop understanding of the role of Director or LAC Governor, including legal duties;
- build a link with key staff and stakeholders within the Trust and its schools – whether executive leadership/senior leadership team members, teachers, other staff, or pupils and their parents;
- build an understanding of the Trust's main relationships.

Acknowledging that most of our Directors and LAC Governors have multiple demands on their time, this process has been designed as something that you can pick up when it is convenient to you. An element of commitment is, therefore, required in reading the documents and information referenced in this checklist and also in completing the suggested training modules.

When you have received and read/returned a document or completed a training module, please initial that item in the last column and once all of the items are complete, please return the checklist to the GDM (Directors) or Clerk (LAC Governors).

Actions for inductees	Directors	LAC Governors	Received and read/ returned (initials of inductee)
Appointment email or letter to be sent to new Directors and LAC Governors signposting the following documents and forms that you need to complete and return to the Governance and Data Manager (Directors)/Clerk (LAC Governors):			
Declaration letter for completion and return	X	X	
Blank Disclosure of Interests and Related Party Transactions form for completion and return	X	X	
Code of Conduct for signature and return	X	X	
Knowledge, Experience and Skills Questionnaire for completion and return	X	X	
New Director Form for completion and return	X		
New LAC Governor Information form for completion and return		X	
Acceptable Use Policy Agreement	X	X	
Disclosure and Barring Service (DBS) Check: a separate email will be sent to you with instructions on how to start the process	X	X	
NGA Learning Link: an email will come to you from Learning Link/Virtual College with a log in	X	X	

Actions for inductees	Directors	LAC Governors	Received and read/ returned (initials of inductee)
Secure access part of Website for minutes and papers, links to guidance, etc.: an email will be sent to you with a log in and password. PLEASE CHANGE THE PASSWORD WHEN YOU FIRST LOG IN	X	X	

Documents and information that can be found on the Trust and School websites (SA = Secure Access)	Who is this relevant to?		Where can I find it?		Read (initials of inductee)
	Directors	LAC Governors	Trust Website	School Websites	
Articles of Association	X		X		
Scheme of Delegation	X	X	X		
Annual Reports and Financial Statements	X		X		
Governance Overview (diagram showing how Trust governance structure works)	X	X	X		
Governance Structure	X	X	X		
School Ofsted Reports and letters	X	X		X	
Trust Policies <i>(Inc. Charging &amp; Remissions; Compliments &amp; Complaints; Data Protection; Equality Info &amp; Objectives; Exclusion; Gifts &amp; Hospitality; Health &amp; Safety; Pay; Safeguarding; Special Educational Needs &amp; Disabilities; Whistleblowing)</i>	X	X	X		
School Policies	X	X		X	
Past Minutes	X	X	X (SA)	X (SA)	
Past Meeting Papers	X		X (SA)		
Business Continuity Plan	X	X	X		
Financial Procedures Manual	X	X	X (SA)		
Risk Register and Heat Map	X		X (SA)		
Governance Toolkit	X	X	X		
Results of Knowledge, Experience & Skills Audits	X	X	X (SA)	X (SA)	
Board Self-Review Report	X		X (SA)		
LAC Self-Review Report		X		X (SA)	

## E-learning

Modules to be accessed via Government websites or Learning Link and completed by inductees. If you have completed the training previously, i.e. through work, please note below. Please email certificates to the GDM (Directors) or Clerk (LAC Governors).

Training modules and where they can be accessed	To be completed by	Directors	LAC Governors	Module completed (date and initials of inductee)
Safeguarding the Governors Role – NGA Learning Link Active Training	Within <b>3 months</b> of appointment	X	X	
PREVENT - <a href="https://www.elearning.prevent.homeoffice.gov.uk/">https://www.elearning.prevent.homeoffice.gov.uk/</a>	Within <b>3 months</b> of appointment	X	X	
Female Genital Mutilation (FGM) – <a href="https://fgmelearning.vctms.co.uk/">https://fgmelearning.vctms.co.uk/</a>	Within <b>3 months</b> of appointment	X	X	
Good Governance: Your role, your responsibilities, your organisation – NGA Learning Link	Within the first <b>six months</b> of appointment	X	X	
Good Governance - Effectiveness: Governance making an impact, changing lives – NGA Learning Link	Within the first <b>six months</b> of appointment	X	X	
Compliance - Assuring your organisation, keeping it safe, secure and solvent – NGA Learning Link	Within the first <b>six months</b> of appointment	X		
Good Governance – Governors Visits to School	Within the first <b>six months</b> of appointment		X	
Pupil Success & Wellbeing – Monitoring Performance Data and Targets	Within the first <b>six months</b> of appointment	X	X	
Good Governance – Ofsted and the new inspection framework	Within the first <b>six months</b> of appointment	X	X	
Understanding Schools Finance – NGA Learning Link	Within the first <b>six months</b> of appointment	X	X	
Resources: Making the most of what you've got – NGA Learning Link	Within the first <b>year</b> of appointment	X	X	
Compliance – Equality and Diversity	Within the first <b>year</b> of appointment	X	X	
Compliance – Getting to Know the Law	Within the first <b>year</b> of appointment	X		
Pupil Success & Wellbeing – Pupil Premium	Within the first <b>year</b> of appointment	X	X	
Vision, Ethos & Values – Monitoring and Evaluation	Within the first <b>year</b> of appointment	X	X	

Directors and Governors with Champion Responsibilities, such as Special Educational Needs (SEN) or Health & Safety, should also complete relevant training as advised.