

RECRUITMENT AND INDUCTION OF GOVERNORS

Recruitment

- 1 This policy applies to the recruitment of Company members, members of the Board (all of whom are trustees and directors of the Company), members of School Community Groups (“SCGs”) and other Trust committees. (“Governor” is used in this document to cover all four levels.)
- 2 The numbers and categories of membership of the Company, the Board, the SCGs and other Trust committees are determined by the Articles of Association of the Trust and by Board decisions.
- 3 Governors will be recruited so as to provide an appropriate range of skills and experience and to reflect links with stakeholders. An annual skills audit will be carried out by the Trust to identify skills gaps.
- 4 The following means of recruitment will be used:
 - Where specified in the Articles or by the Board, bodies will be asked to nominate a governor. Currently these bodies are Manchester Grammar School, Manchester Enterprise Academy. Such nominations will be subject to the approval of the Board.
 - Parent members of the SCGs will be elected by parents at the school. Parent members of the Board will be nominated by the SCGs from amongst their membership.
 - Staff members of the SCGs will be elected by all staff at each school.
 - For other vacancies, advice or suggestions will be sought from stakeholders or the School Governors One-Stop Shop (SGOSS).
- 5 Prospective governors (other than parent and staff governors) will be interviewed by the Chair of the Board and another governor (for SCGs by the Chair of that SCG) and invited to visit one or both schools and meet the Executive Headteacher, heads of School and Finance Director & Operations Manager. They will be offered the opportunity of observing a meeting. They will be asked to provide a pen portrait. Prospective parent or staff members of the SCG will be given an opportunity to meet the Chair of the SCG or another member to learn about the role.
- 6 Prospective Governors/Trustees will be asked to provide two referees in line with our safer recruitment policy. This would normally be someone who knows the prospective governor in a professional capacity or through voluntary work.
- 7 The Chair of the Board or Chair of the SCG will make a recommendation to the body concerned, for approval by the Board. In the case of the appointment of Company

members, the Chair of the Company will be responsible for recommending appointment, following the principles above.

- 8 Appointment will be subject to a positive response to the 'fit and proper person' test and to DBS vetting. New governors will be required to accept the code of conduct and to complete a declaration of interests form and, in the case of Board members, a company director's form.

Induction

- 1 New governors will be referred to documents available on the website for information about the Trust and schools and will be briefed by the relevant Chair during the recruitment process or prior to their first meeting. They will be given a Calendar of Meetings.
- 2 Arrangements will be made for new governors to tour both schools and to meet the Executive Headteacher, Heads of School and Finance Director & Operations Manager to be briefed on the educational profiles, financial position and any key issues.
- 3 All new governors will be expected to take new governor training in their first year, unless they have sufficient recent experience to make this unnecessary. They will be informed of training opportunities. Fees will be met by the Trust.
- 4 Following their first meeting, the relevant Chair will meet the new governor to discuss any further development, training and support needs and to get feedback on early impressions. Governors will be advised of relevant training opportunities.

Appendix: new governors briefing documents available via Trust website

- Summary note for new governors
- Articles of Association
- Company/ Board / SCG/ Committee Terms of Reference and membership
- Governance structure diagram
- Scheme of Delegation (describing levels of decision-making)
- Charity Commission: 'Charities and Charity Trustees – an introduction for school governors'
- Copy of the most recent Annual Report and accounts
- Code of Conduct
- Attendance of Board, SCG and committee members
- Payment of expenses
- Complaints procedure
- Whistleblowing policy
- Risk Register
- Summary of Policies
- DfE Governors' Handbook
- Funding agreement

School websites

- Ofsted reports
- School data dashboards
- Information on achievement, policies, curriculum, activities