**New local governor induction checklist**

**Name of Governor:**

**Date of DGAT New Governor Induction training:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New Governor Induction**  **Head of Governance and People checklist for local induction** | | | | |
| **Action** | **Completed** | | **Initials** | |
|  | **Yes** | **No** | **Governor** | **Head of Governance and People** |
| An introduction to DGAT, Members, Trustees and the central team |  |  |  |  |
| Signposted to the [DGAT website](https://www.dgat.org.uk/) and provided with the password for the [Local Governing Board members' area](https://www.dgat.org.uk/members-area) and resources available |  |  |  |  |
| Signposted to the [Diocese of Gloucester](https://www.gloucester.anglican.org/) website |  |  |  |  |
| Introduction to the culture of governance within the Trust |  |  |  |  |
| Introduction to the Scheme of Delegation |  |  |  |  |
| Introduction to the Terms of Reference for the LGB |  |  |  |  |
| An introduction to managing conflicts of interest |  |  |  |  |
| An introduction into monitoring, including question and challenge |  |  |  |  |
| An introduction to external accountability partners |  |  |  |  |
| The voting process of the governing board |  |  |  |  |
| The process for governors’ visits to the school |  |  |  |  |
| The process for raising concerns and issues |  |  |  |  |
| The conduct expectations of local governors |  |  |  |  |
| The role of the Clerk to Governors |  |  |  |  |
| The role of the Chair of Governors |  |  |  |  |
| Local Governing Board Annual Schedule of Work |  | |  | |
| DGAT acronym buster |  | |  | |
| DGAT Getting to know your school: questions for new governors |  | |  | |
| DGAT New Local Governor Handbook |  | |  | |