



# Chiltern Way Academy

Turning Futures Around

**School Governor Induction Process**

## **CONTENTS**

Introduction	3
Overview	3
Process	3
Governing board responsibilities	4
Training courses	4
Reading lists	4
Academy hierarchy	5

## **Introduction.**

Welcome to Chiltern Way Academy (CWA). This pack is designed to give you an overview of the requirements of a Trustee and what training you will receive as well as other useful information.

## **Overview.**

CWA was established in April 2016 and is primarily a secondary phase specialist school for boys and girls with social, emotional communication and interaction difficulties (SECID).

The school provides education, care and therapies for the range of need that exists across the behaviour spectrum. This includes young people with social and emotional needs and young people with a diagnosis of ASC (Autistic Spectrum Condition).

CWA is split over two sites, one based in Prestwood and the other based in Wendover.

## **Process.**

In loose terms your induction will follow the following path:

- Be welcomed to the Governing Body by the Chair of Governors
- Have the opportunity to tour the school and meet staff and students
- Receive a briefing on the school from the Head of Campus or nominated Deputy
- Have the opportunity to meet informally with an existing governor who will then act as your mentor
- Be accompanied by your mentor to your first full Governing Body meeting
- Have the opportunity to review your first meeting with your mentor

As a new governor you will receive:

- Details of the Governing Body committees including their terms of reference
- Dates for future governors' meetings including committees
- Details of how to contact the other governors
- Details of how to contact the school including the e-mail address
- A calendar of school events
- Recent school newsletters
- Details of training courses

You would be expected to attend the Full Governors board meetings. You can elect to join the Finance, Personnel & General Purposes Committee and/or the Learning & Wellbeing Committee after having sampled each.

Your Induction process should take no longer than one school term, subject to meetings and personnel availability.

### **Governing Board Responsibilities.**

In all types of schools, governing bodies should have a strong focus on three strategic functions (DfE Governors' Handbook):

Ensuring clarity of vision, ethos and strategic direction

Holding the Principal to account for the educational performance of the school and its pupils, and the performance management of staff

Overseeing the financial performance of the school, and making sure its money is well spent.

### **Training Courses.**

Induction: Child protection and safeguarding (2 Hours)

Induction: Introduction to Governance (Academies) (6 Hours)

Induction: Performance Data (2 Hours)

Prevent: Raising Governors Awareness (2 Hours)

All above provided by Bucks Learning Trust and can be booked on their website.

ELearning: [Prevent Home Office Course.](#)

### **Reading Lists.**

[Roles and Responsibilities of Academy Governors](#)

[The essential trustee what you need to know](#) Governor Area of Chiltern Way Academy Website

[Governors Area of Academy Website](#)

Governors handbook January 2017

[Governance Handbook](#)

Governors should read up on the policy relevant to the role they undertake for example: the Health and Safety Governor would be expected to have a sound working knowledge of the Health and safety policy.

[Academy Policies](#)

### Academy Hierarchy

This wiring diagram shows the hierarchy of the Academy with staff you are most likely to interact with.

