



BOARD INDUCTION

Document Status

Date of creation/review	Reason for review	Date of next review	Reviewer Body
Sept 2018	YEAT Policy Cycle	July 2021	Trustees SILG FRAR
Jan 2020	Change in structure	Summer 2022	LGB LGB-Finance
Summer 2022		Autumn 2025	CEO Headteacher
Autumn 2025	Policy streamlined and separate operational handbook created		Company Secretary
Spring 2026		Spring 2027	

Induction to Governance

Yorkshire Endeavour Academy Trust is committed to ensuring that all those new to governance are supported to become effective, confident and well-informed in their roles as Members, Trustees and Governors.

The Trust's induction process is designed to:

- Develop an understanding of the Trust's vision, values and strategic priorities, and the communities it serves
- Clarify roles and responsibilities, including statutory and legal duties in line with the Academy Trust Handbook 2025

- Build effective relationships with key stakeholders, including senior leaders, staff, pupils and the wider community
- Provide insight into the Trust's governance structures and key internal and external relationships

The Trust recognises that individuals joining governance bring a wide range of skills, knowledge and experience. Induction will therefore be proportionate, tailored and responsive, ensuring time is used effectively and prior knowledge is acknowledged. The aim is to provide a bespoke induction experience that enables individuals to contribute meaningfully as quickly as possible.

Responsibility for Induction

- For the **Members Board and Board of Trustees**, the Company Secretary (Governance Professional) will lead the induction process, working with the Chair and the individual to design a tailored induction programme.
- For **School Improvement Boards (SIBs)**, the Chair of the Board will lead the induction process, supported by the Headteacher and the Governance Professional, ensuring a structured and locally relevant induction experience.

Ongoing Development

The Trust promotes a culture of continuous professional development. All Members, Trustees and Governors are expected to take an active role in developing their knowledge and understanding of governance, supported by access to training, guidance and relevant updates.

Governance Handbook

The Trust provides a Governance Handbook as a core element of induction. This document offers an overview of the Trust's governance arrangements, policies and key processes. It is intended as a practical guide, signposting where further information can be accessed and identifying key contacts within the Trust.

The handbook is available via the Trust website or through the Chair of the relevant Board and forms an integral part of both recruitment and induction.

Compliance Requirements

All Members, Trustees and Governors are required to:

- Complete an enhanced Disclosure and Barring Service (DBS) check prior to taking up post
- Confirm eligibility to serve in accordance with statutory requirements
- For Trustees, ensure registration as Directors with Companies House

As part of the recruitment and Induction process, all Governors and Trustees will complete this training it is the responsibility of the Headteacher to ensure that the following has been completed and noted on the compliance recording sheet maintained by each school:

Basic Awareness Training Child Protection

<https://breeze.northyorks.gov.uk/p2ie2imfdtr/>

PREVENT Training

<https://www.elearning.prevent.homeoffice.gov.uk/>

Governors are also required to read the following documents and to inform the school office that they have done so, in order for our records to be updated: -

YEAT Safeguarding and Child protection policy

<https://www.yeat.co.uk/our-trust/our-policies/>

Keeping Children Safe in Education (KCSiE)

https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

What to do if you are worried a child is being abused (2015)

https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

Working together to safeguard children (2023)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Acceptable Use Agreement

<https://www.yeat.co.uk/our-trust/our-policies/>

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