



# The Athelstan Trust

## Recruitment and Induction of Trustees and Governors.

Date of review	Approved by	Date of Approval	Next review	Website
Dec 2023, Dec 2024 July 2025	Trust Board		July 2026	Y

The Athelstan Trust recognises the importance of strong and effective Governance, and the contribution that Trustees and Governors make to this. The Trust therefore looks to ensure effective recruitment and induction procedures are in place.

### 1. Aims

This Policy aims to:

- Document the recruitment process for Trustees and Governors.
- Ensure new Trustees and Governors understand their role and responsibilities.
- Ensure that Trustees and Governors understand and comply with Statutory requirements from the start of their role.
- Provide a documented process for the deregistration of Trustees.

### 2. Recruitment of new Trustees

Pursuant to the Athelstan Trust's Articles of Association, there must be at least three Trustees. Trustees can be appointed either by the Members (who may appoint up to 8 Trustees) or by co-option by Trustees.

The Trust believes it is important to have an open and transparent recruitment process which promotes diversity and inclusion.

The appointment of a Trustees will typically be made following:

- i. a skills audit of existing Trustees: this should identify any skills that would enhance the Board of Trustees.
- ii. a recruitment process: where a role description is shared with interested parties through all relevant platforms. The "my new term" system can be used to collate information for applicants, which will include an Application Form. The Eligibility criteria and pre-appointment checks that will be undertaken will be made clear to candidates.
- iii. Shortlisting of candidates: this will be completed by the Chair of Trustees, CEO and up to two other Trustees or Members.
- iv. An informal meeting: this will take place between the candidate(s) and the Chair of Trustees, CEO and up to two other Trustees or Members. Formal interviews will be arranged, if required, at the request of the Chair of Trustees.

Note: in some cases, an individual will have been recommended as a Trustee in which case items ii and iii above may not be necessary.

Following this process, the Governance Professional will arrange a resolution to be put to the next Board of Trustees Meeting to recommend the appointment of the Trustee. The completed Trustee Application Form will be shared in the meeting papers. Trustees will determine which Board Committee the new Trustee will join.



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Throughout the recruitment process, the Governance Professional is responsible for updating Members.

If Trustees agree to co-opt the candidate, the following steps will be taken:

- References taken (as per details provided by the new Trustee in their application form). This is not compulsory but it can be a valuable exercise to secure two references for the Trustee candidate. References will be shared with the Chair of Trustees.
- Checks made against Disqualified Directors list and Individual Insolvency Register.
- DBS application made. If the Chair of Trustees is being appointed the DBS check must be completed by the ESFA.
- Updates made to Get Information About Schools (GIAS), Companies House (form AP01 to be completed), Statutory Book and Trust Website (including photo and pen portrait).
- Declaration of interest and declaration of eligibility forms completed. If the Chair of Trustees is being appointed, a ID Verification Check must be completed and the [suitability check process](#) must be followed.
- Email and teams access set up, with induction session if required.
- Letter of appointment sent to new Trustee.
- Induction training commenced (see below).
- Share appointment with Trust Central Team, Members, other relevant colleagues and governance stakeholders.

In the event that any of the above checks are not successful or raise issue for concern, the Governance Professional will refer to the Chair of Trustees.

The checklist in Appendix 1 may be used to document the new Trustee process.

### 3. Induction Training for Trustees

The checklist in appendix 2 will be used to provide the necessary induction training to a newly appointed Trustee. The Governance Professional is responsible for providing the necessary documents to the Trustee. The Trust uses The National College to provide training: the Governance Professional will set up the Trustee on this system and allocate training courses to them. As a minimum, all Trustees must complete:

- Safeguarding Training **provided by The National College**
- GDPR Training
- **Cyber Security training provided by the National Cyber Security Centre.**

All new Trustees are provided with the opportunity to attend Trustee induction training which is provided by the Trust through the Governance Professional.

### 4. Recruitment and Induction of Governors

#### Co-opted Governors

The formal appointment of co-opted Governors is carried out by Trustees. However, Trustees recognise that the local knowledge of schools means they are well placed to identify potential Governors. Local Governing Boards are encouraged to carry out regular skills audits to help identify with specific skills required on their Board.

Potential governors are required to complete a Governor Application form and Governor Declaration form. These will be sent from the LGB Clerk to the Governance Professional with a brief summary of why the board would like to appoint the prospective Governor. An item to consider Governor Applications



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will be included on the Agenda for the next Trustee Board Meeting, and the application form shared with Trustees.

If Trustees resolve to appoint the Governor, the Company Secretary will inform the Clerk to the Governing Board who will then arrange for the induction of the Governor including DBS and Eligibility checks.

## **Staff and parent governors**

Staff and parent governors will be appointed by election, which will be run by the local governing board. The Governing Board will arrange for the induction of the Governor, including DBS and Eligibility checks.

The Governance Professional will periodically arrange for induction training for all new Governors to the Trust. The training will be delivered by a suitably qualified Trustee or the Governance Professional.

## **Chairs of Governors**

When a new Chair of Governors is appointed, the Governance Professional will arrange the following:

- A meeting with the Governance Professional.
- A meeting with the Chair of Trustees
- A meeting with the Trust CEO.

Further training needs will be identified and may include a recommendation that the Chair of Governors undertakes the NGA Development of Chairs for Local Governing Bodies course.

## **Induction of Governors**

Schools will have individual responsibility for the induction of their Governors. As a minimum, all Governors must complete:

- Safeguarding Training with The National College,
- GDPR training with The National College and
- Cyber Security training provided by the National Cyber Security Centre.

All new Governors are provided with the opportunity to attend Governor induction training which is provided by the Trust through the Governance Professional.

## **5. Deregistration of Trustees**

The Chartered Governance Institute's guidance note on a Change of Academy Director outlines that the need to deregister a Trustee may be due to retirement, resignation, removal or death. Depending on the reason for the person ceasing to be a director/Trustee, there may need to be a minute of a Board or Members' meeting at which it was resolved to remove the Trustee/ Director. In other circumstances, it may be appropriate to prepare a minute recording a Board meeting at which a resignation was tendered and accepted, or news of the death of a Trustee/Director received.

If appropriate, arrangements will be made for the Trustee's final meeting. The Chair and Board should formally record thanks to the Trustee for their contribution. It may also be appropriate to organise a gift.



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In the case of a removal, the Trustee should be afforded the appropriate opportunities to make representations on their behalf against the decision to remove.

The implications of the deregistration will be considered by the Governance Professional and Board of Trustees. If it means the number of Trustees will be below the minimum required by the Articles, Trustees should also:

- Resolve to appoint a new Trustee immediately before the filings are completed to deregister the current Trustee.
- *Or if absolutely necessary* - Resolve to amend the Articles of Association to reduce the minimum number of Directors required

If the resignation means that the number of Trustees is low, or there is a particular gap in the skills of the board, the Board who may look to recruit a new Trustee.

The Governance Professional is responsible for making updates to Companies House, GIAS, the website and other documents.

Appendix 3 provides a checklist for the deregistration process.



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## Appendix I

### Trustee appointment checklist

No.	Action	Done?
1	Identify skill set required and bring together role description and person specification, including informing Members of the plans for the role.	
2	Promote role description through networks, partner organisations and existing Trustees. Applications to be managed via the My new term system.	
3	Shortlisting of candidates	
4	Meeting between candidate(s), Chair of Trustees, CEO and up to 2 other Trustees or Members	
5	Interviews carried out if required by the Chair of Trustees	
6	Complete Disclosure & Barring Service (DBS) and Section 128 check.	
7	Complete Declaration of Interest and Declaration of Eligibility forms.	
8	Complete Trustee Reference Check.	
9	Conduct public Insolvency and Disqualified Directors registers.	
10	Take Trustee appointment forward to the Trust Members for approval and ensure this is formally minuted OR take forward to Trust Board for co-option (appointment process needs to be clear and align with provisions in trust's Articles of Association)	
11	Update GIAS and Companies House.	
12	Update Trust website	
13	Update Statutory Book	
14	Create, share and file signed Trustee appointment letter	
15	Add Trustee email address to Trustee and other mailing lists and notify Trust Central team, Board, Members and other relevant colleagues and governance stakeholders of appointment completion	



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## Appendix 2

### Trustee Induction Checklist

No.	Action	Done?
1	Ask Trustee to confirm they have read Part I of Keeping Children Safe in Education (KCSIE) Part One and provide copy of Trust Safeguarding Policy	
2	Provide copy of Trustee Code of Conduct and ask Trustee to confirm they agree to it	
3	Provide copy of Allowances Policy – Members, Trustees and Governors and Whistleblowing Policy	
4	Provide access to Governor Hub and The National College, and signpost to relevant training.	
5	Provide copy of Scheme of Governance, Articles of Association and Scheme of Delegation.	
6	Provide meeting dates for the coming year (include teams invites where appropriate).	
7	Ensure Trustee has access to Teams and can see previous minutes and Terms of Reference.	
8	Ensure Trustee can contact and meet key personnel (typically done around existing meeting schedule).	
9	<p>Understand general school trust Trustee legal duties – signpost to Members and Trustees sections of Department for Education (DfE) <a href="#">Academy Trust Structures and Role Descriptors</a> document.</p> <ul style="list-style-type: none"> <li>• <a href="#">DfE Governance Handbook</a> (particularly pages 13-18 on the Six Features of Effective Governance)</li> <li>• <a href="#">DfE Competency Framework for Governance</a></li> <li>• <a href="#">Education &amp; Skills Funding Agency (ESFA) Academy Trust Handbook</a> (particularly Appendix 8, page 67, on the Top Ten 'Musts' for Trustees)</li> <li>• Charity Commission '<a href="#">The Essential Trustee</a>'</li> </ul>	
10	Understand academy trust sector – signpost to <a href="#">NGA Glossary of Education Terms</a> and <a href="#">DfE Understanding your Data</a> guidance	



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## Appendix 3

### Trustee Deregistration Checklist.

No.	Action	Done?
1	Take the resignation/ removal to the Board and ensure it is formally minuted	
2	Consider the implications of Trustee deregistration	
3	If retirement/ resignation - make arrangements for the Trustee's final meeting.	
4	If removal – the Trustee should be afforded the appropriate opportunities to make representations on their behalf against the decision to remove	
5	Notify Companies House within 14 days through TM01 webfiling form	
6	Notify DfE/ ESFA by updating 'Get Information About Schools'	
7	Remove biography from Trust website	
8	Record end of term in Register of Directors	
9	Remove declaration from Register of Interests and note resignation on document on website displaying significant interests and meeting attendance	
10	If retirement/ resignation - create, share and file signed end of term letter	
11	Remove email address from Trustee and other mailing lists, and remove access to any Board portals used by the trust. Notify Central team and other relevant staff of appointment completion	