



## Joining a Spencer Academies Trust Local Governing Body

Thank you for your interest in joining a Spencer Academies Trust Local Governing Body (SAT LGB).

At Spencer we pride ourselves on going beyond the minimum standards for safety in schools, including with regard to Governor statutory and non-statutory checks and training.

This document explains the process to join a Spencer LGB, and the compliance checks and training that we will ask you to undertake. For ease of use, it is set out as the answers to 'FAQs' regularly received from new governors.

### How do I join a Spencer LGB?

As an academy trust, we are not required to hold elections for all LGB positions, although this may be the case where the Principal receives a number of applications for a position as community or parent governor. If we become aware of a candidate with skills or knowledge needed in one of our schools then we are able to 'co-opt' this governor to the school LGB.

Whether governors are elected or co-opted, the process begins with filling out the governor application form, which is available via the governance section of the Trust website at [www.satrust.com](http://www.satrust.com).

The completed form should be returned to the Head of Governance via [info@satrust.com](mailto:info@satrust.com). An opportunity to tour the school and to meet the Principal will then be offered, and governor applications assessed against any governance needs or application rounds currently open in school. Occasionally, we may ask that prospective governors consider supporting another Trust school where we feel their particular skills would be useful.

Provided that the prospective governor and Principal are happy to proceed, a process of checks will then be initiated including an advanced DBS check and two references. Governors are asked to bring two forms of identification to the office in the school they represent. It will then be the responsibility of the school to complete the DBS process.

Once eligibility to volunteer in school is confirmed, new governors are asked to complete online safeguarding and Prevent training prior to taking up their role. This will ordinarily be at the start of the term following recruitment, at which point further training including a new governor induction will be offered.

### **What information will I receive?**

After joining an LGB you will receive a copy of the Trust Governor Induction Pack by email. Printed copies are available on request.

The Trust Induction Pack includes a copy of the Governance Handbook (see below), Code of Conduct and all of the other documents you will need to be successful in role. If you decide to take on additional LGB responsibilities over time – for example, as a safeguarding or pupil premium governor, the ‘job descriptions’ and other materials you need to be successful in position will then be provided to you by the LGB ‘clerk’.

### **Are there further compliance requirements or checks to be carried out after I have taken up role?**

In addition to pre-joining checks, all Governors will be asked to sign the Trust Code of Conduct and Pecuniary Declaration Forms at the start of each academic year. We will also follow up on this information regularly – you will be asked at the start of each LGB meeting if anything has changed in terms of your financial or other relationships with our schools which ought to be declared.

If you have any questions about this, the clerk will be able to assist.

### **Who is the clerk? What do they do?**

All school governing bodies – and many other organisational boards – will have an appointed clerk to ensure that work runs smoothly. The clerk to your LGB will work closely with the school, who will be able to put you in contact. Their job is to provide advice and professional administrative support to the LGB, including sharing the agenda before the meeting, receiving any questions you may have based on your pre-reading for discussion, and taking and sharing the minute.

### **What training do you offer to governors?**

In addition to the external training offered in key areas, Spencer delivers a busy year-around training schedule. Training sessions are delivered in the evenings and typically from the George Spencer site, which offers ease of access to Derbyshire and Nottinghamshire. Training sessions cover topics including new governor induction, safeguarding, quality and standards in school and education data and analytics.

All training sessions are open to all governors and school staff, but LGBs are asked to ensure that at least one governor attends every training evening and is then responsible for sharing training materials and content in school.

The annual training schedule for governors is published [here](#).

### **Where can I find further information?**

A copy of the Trust’s governance documents including our ‘**Governance Handbook**’ is available [here](#). The Governance Handbook is updated at the start of each academic year and includes information on the Trust, our directors and governors, and how we work together.

### **Further questions**

For further questions, please contact the Head of Governance via [info@satrust.com](mailto:info@satrust.com)