



**REPRESENTATIVE
INDUCTION CHECKLIST**

**FOR
ACADEMY
CATHOLIC SCHOOLS**

September 2018

DIOCESAN EDUCATION SERVICE

Making Christ Known Today

Foreword

Thank you for agreeing to become a Representative of a Catholic school in the Archdiocese of Birmingham.

The role of the Academy Committee makes a significant contribution to ensuring the mission and effectiveness of the school to provide the very best Catholic Education for the children and their families.

This document has been produced to help you grow in understanding of the role you are undertaking and to ensure that you are fully equipped for this work.

Fr Jonathan Veasey
Director
Diocesan Education Service

It is essential that all new Representatives receive a comprehensive induction package covering a broad range of issues and topics. New Representatives need to be given the necessary information and support to fulfil their role with confidence.

As a Representative, you share in the strategic responsibility of promoting high educational standards and ensuring that your school is conducted as a Catholic school in accordance with the Trust Deed of the Diocese of Birmingham, the Articles of Association, Scheme of Delegation and the Memorandum of Understanding.

Purpose of Induction

- To welcome new Representatives to the Academy Committee and enable them to meet other members
- To encourage new Representatives to visit the school to experience its atmosphere and understand its ethos
- To meet the Principal, staff and pupils
- To explain the partnership between the Principal, school and Academy Committee
- To explain the role and responsibilities of Representatives
- To explain how the Academy Committee and its sub-committees work
- To enable new Representatives to join the committee(s) most appropriate to their skills
- To give background material on the school and current issues
- To enable new Representatives to ask questions about their role and/or the school

New Representatives will

- Be welcomed to the Academy Committee by the Chair
- Be invited by the Principal to visit the school
- Have the opportunity to tour the school and meet staff and children
- Receive an informal briefing on the school from the Principal or Chair of the Academy Committee
- Be accompanied by their mentor to their first full Academy Committee meeting
- Have the opportunity to review their first meeting with their mentor

New Representatives will receive

- The new Representative induction pack
- Information on how to apply for an enhanced DBS check if the new Representative does not have such a check already in place
- A declaration of eligibility form (Foundation Representatives will have already completed this as part of the application process.)
- A membership list for the Academy Committee
- The Code of Conduct for the Academy Committee, to be signed and returned to the Chair/Clerk
- The committee structure, terms of reference and membership for the Academy Committee
- The latest version of the Department for Education's Governors Handbook
- The school prospectus
- The school mission Statement
- All relevant CES statements including:
 - ❖ The statement on Governance of a Catholic school "A clarification of roles and responsibilities"
 - ❖ The CES Memorandum on Appointment of Teachers in Catholic schools
- The school improvement plan (SIP)
- The school's latest Ofsted report
- The school's latest Section 48 (RE Inspection) report
- A full list of staff and the staffing structure
- School strategic objectives and targets
- A full set of papers from the last full Academy Committee meeting and committee meetings
- Recent school newsletters
- A calendar of school events
- Details of how to contact other Representatives
- Details of how to contact the school including the email address

- Details of secure logon to the school's website (if relevant)
- Details of Representative support and training available.

Areas the Principal or Chair of the Academy Committee will cover in their briefing will include:

- Background to the school
- Current issues facing the school
- Relationship between the Principal and Academy Committee
- Relationship between the school and the Birmingham Diocesan Education Service
- An overview of the Representative's role
- How the full Academy Committee and committee meetings are conducted
- How to propose agenda items
- Visiting the school

Copies of school policies will be made available either from the Principal or Chair of the Academy Committee or from the school secure site or website.

New Representative Checklist

- Welcomed to the Academy Committee by the Chair
- Invited by the Principal to visit the school
- Toured the school and met staff and pupils
- Received an informal briefing from the Principal or Chair of the Academy Committee
- Met informally with an existing Representative who will act as mentor
- Reviewed first full Academy Committee meeting with mentor

Have you received the following?

- The school's new Representative induction pack
- A membership list for the Academy Committee
- The Code of Conduct for the Academy Committee
- The committee structure, terms of reference and membership for committees

Have you received from the school?

- The Department for Education's Governors handbook
 - The school profile
 - The school prospectus
 - Recent school newsletters
 - A calendar of school events
 - The school improvement plan (SIP)
 - The school's latest Ofsted report
 - The school latest Section 48 (RE Inspection) report
 - CES statement on Governance of a Catholic school "A clarification of roles and responsibilities"
 - CES Memorandum on Appointment of Teachers in Catholic schools
 - A full list of staff and the staffing structure
 - A copy of the school targets
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- A copy of the latest Annual Performance Review from the local authority
- Secure site log on details
- A skills audit template
- Details of training opportunities

Has the Principal or Chair of the Academy Committee covered?

- Background to the school
- Current issues facing the school
- Overview of the Representative's role
- Relationship between the Principal and the Academy Committee
- Relationship between the school and the Birmingham Diocesan Education Service
- Your skills and any specific role you may have on a committee or as a Link Representative
- Visiting the school

As a new Representative I have:

- Attended the Governance Induction Training session provided by the Birmingham Diocesan Education Service
- Booked onto any other relevant training provided by the local authority
- Submitted a DBS application (if not already in place), Representative details form and eligibility form to the Clerk

Name

Signed Date

Please retain the original for your own records and forward a copy to the clerk.

Representative Induction Checklist Declaration

We confirm that all sections of the Diocesan Representative Induction Checklist have been completed and the Representative named below has been fully inducted into the Governing Body of the school.

Name of Representative

Signature

Date

Name of Chair of the Academy Committee

Signature of Chair of the Academy Committee

Date

Name of Principal

Signature of Principal

Date

Name of School

Address of School

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Postcode

Please return this page to:
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