

## **DBMAC - POLICY AND PROCEDURE FOR INDUCTION AND TRAINING OF DIRECTORS**

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#### **1. Principle.**

Directors of the MAC are unpaid volunteers, who have undertaken the legal duties as a Company Director and Trustee. It is important that those taking on this role understand the obligations, and that the Company provides appropriate induction and training to support this.

#### **2. Accountability.**

Directors are accountable in a number of ways: under Company Law; under Charitable Law; to the diocesan trust who are our 'sponsors'; to the Educational Funding Agency; to Ofsted. Therefore, all Governors should undertake induction and continuation training, to ensure that they perform their duties in accordance with these expected standards.

3. There are three classes of Directors:

8 Foundation – appointed by the Diocesan Education Service on behalf of the Archbishop;

2 Principal – one secondary and one primary, who are currently co-opted by the Board after consultation with the Principals' committee;

2 Staff – elected by the Staff;

2 Parent – elected by the Parents.

4. All Directors have a DBS check before appointment, and a check that they are not barred from the leadership or management of an Academy. On appointment, all needs to sign the Deed of Adherence (to the scheme of delegation) and return it to the diocese before being a full, voting member of the Board.

4. A new Director should complete the following induction:

- Visit to the DBMAC Headquarters to inspect the essential documents, and meet the Finance officer.
- A briefing on the duties of a Director of a MAC, provided by the Company Secretary or as otherwise arranged.
- Meetings with the Accounting Officer, and with the Chair, to discuss the workings of the DBMAC, its committee structure, scheme of delegation, confidentiality, expectations, etc.
- Tour of at least one of the Schools, to be arranged with the Principal's PA;
- If not already or recently a school governor, an Induction training session for governors as provided by Oxfordshire Governor Services;

Reviewed by D Forster, November 2016

For review by August 2017 by Chair.

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- A basic safeguarding course, either with Oxfordshire, with Modern Governor, or similar;
- All Directors are required to read and sign the Code of Conduct annually, and also the document 'Keeping Children Safe in Education Part 1.'

4. In addition, a Foundation Director should complete some training on the particular role and responsibilities of a Foundation Director to uphold the Catholic ethos of the School. These may be arranged by the Diocesan Education Service.

5. All Governors should undertake some training annually to enable them to perform their role well. A variety of courses are provided by Oxfordshire Governor services on Health and Safety, academic and financial oversight, and similar. The diocese also provides training.

6. All relevant training should be notified to the Company Secretary, and there will be an annual report provided to the 'Leadership and Catholicity' committee. An annual skills and training audit is conducted to identify areas where training is necessary or desirable in the coming year. These are carried out as part of the annual internal review of Governance in the summer term.