**Onboarding Checklist; Governance**

**Trust C Suite Responsible Person; COO**

School:

**Pre-Conversion**

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|  | Completion Date |
| 1. Accurate list of governors received by Governance Professional. |  |
| 1. All current Governors have read STOC Governance handbook. |  |
| 1. Diocese writes to all current Governors to thank them for their service, and begin the process of reconstitution. |  |
| 1. LGB Foundation Governors submit application forms and are approved by their Parish Priest. |  |
| 1. If possible current parent and staff Governors transfer over the LGB. |  |
| 1. Inaugural LGB meeting is scheduled within the first half term after conversion by STOC and Governance Manager provides coherent clerking. |  |
| 1. Review clerking arrangement SLA. |  |
| 1. Schedule of LGB meetings is put in place by STOC for the remainder of the Academic Year, |  |
| 1. Trust obtains oversight of LGB Governor appointments. |  |
| 1. Trust holds a LGB Briefing for all Governors explaining the role of an LGB in STOC. |  |
| 1. Ensure all LGB member have enhanced DBS. |  |
| 1. Collect records of any LGB Skills Audits. |  |
| 1. Collect records of training completed including KCSIE. |  |

**Post Conversion**

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|  | Completion Date |
| 1. Inaugural LGB meeting(s) are attended by the Governance Manager (or equivalent) and at least 3 appropriate central leaders. |  |
| 1. The local Governing Body Chair is appointed and adds to their diary mandatory Central Chair Briefings |  |
| 1. The DDIT or equivalent provides for LGB training on the following; 2. Mandatory use of STOC Email Addresses. 3. How to access the STOC Governance Portal. |  |
| 1. The Governance Manager (or equivalent) provides for LGB training schedule and attendance expectations. |  |