**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.
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| 1. All current Governors have read STOC Governance handbook.
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| 1. Diocese writes to all current Governors to thank them for their service, and begin the process of reconstitution.
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| 1. LGB Foundation Governors submit application forms and are approved by their Parish Priest.
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| 1. If possible current parent and staff Governors transfer over the LGB.
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| 1. Inaugural LGB meeting is scheduled within the first half term after conversion by STOC and Governance Manager provides coherent clerking.
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| 1. Review clerking arrangement SLA.
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| 1. Schedule of LGB meetings is put in place by STOC for the remainder of the Academic Year,
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| 1. Trust obtains oversight of LGB Governor appointments.
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| 1. Trust holds a LGB Briefing for all Governors explaining the role of an LGB in STOC.
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| 1. Ensure all LGB member have enhanced DBS.
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| 1. Collect records of any LGB Skills Audits.
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| 1. Collect records of training completed including KCSIE.
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**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.
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| 1. The local Governing Body Chair is appointed and adds to their diary mandatory Central Chair Briefings
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| 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.
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| 1. The Governance Manager (or equivalent) provides for LGB training schedule and attendance expectations.
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