

AGENDA FOR OLT PARENT GOVERNOR INDUCTION SESSION

Held via Teams on 13th November 2025 at 10am

Welcome and Introductions

1. OLT Staff Introductions: Jodie Croft (CEO), Sarah Bellingham (HOO) and Hana Hamilton (GCO)
2. New parent governor introduction:
Please tell us briefly about yourself, about why you wanted to become a school parent governor and if you have had any experience of a governance role before.
3. Existing parent governor introductions

Governance 'in a nutshell'

1. DfE Academy Trust Governance Guide
<https://www.gov.uk/guidance/-governance-in-academy-trusts>
2. OLT Governance Handbook (on Governor Hub and on OLT website)
3. Governance area of the OLT website: <https://omnialearningtrust.org.uk/governance/>

Parent Governor Role

1. Overview of responsibilities and expectations: parent governor 'hat' compared to school parent/carer 'hat'
2. Role on the Trust's Quality of Education and Safeguarding ('QES') Committee
3. OLT Guide for Parent and Staff Governors (On Governor Hub & to be circulated after the induction session)

'Need to know'

1. OLT Governance Structure: Members, Board of Trustees, Operations Committee, QES Committee (see OLT Website governance area and OLT Governance Handbook)
2. OLT Code of Conduct & OLT Terms of Reference (in the OLT Governance Handbook – on Governor Hub and on OLT website)
3. QES Committee Remit (OLT Governance Handbook - on Governor Hub and on OLT website)
4. Mandatory training modules (Prevent Duty and Safeguarding)
5. DfE's Keeping Children Safe in Education (annually updated statutory guidance on gov.uk)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

'Good to know'

1. Agendas and minutes of earlier QES Committee meetings (on Governor Hub)
2. Examples of parent and staff governor termly focus area reports submitted to previous QES Committee meetings (on Governor Hub)
3. Acronyms in Education sheet (on Governor Hub)

Additional resources

1. Department for Education: www.gov.uk
2. National Governance Association website (members area & 'Learning Link' for wide range of training modules free of charge to you as governors: <https://www.nga.org.uk/>)