

# NED Induction Checklist

*A wealth of information is available for new academy trust board members. Selected below are the first priorities that board members have said helped them to have impact more quickly. You can also download our [On Board Induction Pack](#) to guide you through your first 100 days.*

## The List:

There are 7 principles of public life which apply to academy trust board members. Read the [Nolan Principles](#)

Download the [Academies Financial Handbook](#)

Read the [Governance Handbook and Competency Framework](#)

Request a copy of the board's Articles of Association

Read the latest financial accounts, find them on [Companies House](#)

Request the Board and Committee terms of reference and scheme of delegation

What is the trust's vision and values? Is it easy to find on their website?

[Compare schools performance](#) and [benchmark your trust's finances](#)

Meet the Chair, senior leadership team and non-executives, agree arrangements for your induction; [here are some useful questions you could ask](#)

What does FNTI, GAG, ESFA mean? [Read this glossary](#)

Has your trust worked with a School Resource Management Advisor (SRMA)? Request a copy of the report from the Chair.

Has your trust had a Financial Notice To Improve (FNTI)? [Check here](#). If yes, request a copy of the SRMA report

Request a visit to one or more of the schools, [get info on the schools here](#)

Request governance training: Ask which [training provider](#) is used by the trust

Department for Education deadlines for the year can be found in the [Academies planning calendar](#)