



NEW GOVERNOR INDUCTION POLICY

Date of last review:	July 2018
Date approved by Governing Body:	26 th February 2019
Date of next review:	Spring 2022
Committee responsible for implementation and review:	Policy Review Group

We believe it is essential that all our new governors receive a comprehensive induction package to help them settle quickly into the role. We are committed to ensuring that our new governors are given the necessary information and support to fulfil their role with confidence. We see the process as an investment which will result in developing more effective governors who will want to stay in the role.

This policy establishes how support will be provided to new members of the governing body.

PURPOSE

- To ensure new governors are able to govern effectively, as quickly as possible.
- To welcome new governors to the governing body and enable them to meet other members.
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- To explain the partnership between the headteacher, school and governing body.
- To explain the role and responsibilities of governors.
- To give background material on the school and any current issues.
- To allow new governors to ask questions about their role and/or the school.
- To explain how the governing body and its committees work.
- To enable new governors to join the committee(s) that will make best use of the skills and experience they bring with them into the role.
- To ensure governors gain the confidence they need to engage constructively in meetings and make sure they feel part of the team from the start.

New governors will:

- be welcomed to the governing body by the chair
- be invited by the executive headteacher or chair of governors to visit the school
- meet the executive headteacher, staff and pupils.
- have the opportunity to tour the school and meet the staff and pupils
- receive an informal briefing on the school from the executive headteacher
- have the opportunity to meet with an existing governor who will then act as their mentor

Signed Date
Chair of Governors

- be accompanied by their mentor to their first full governing body meeting (if required)
- have the opportunity to review their first meeting with their mentor
- be accompanied by their mentor (or another experienced governor) on their first monitoring visit

New governors will receive:

- copies of previous minutes
- any cloud / website log-in details
- a secure school email account
- papers for forthcoming meetings
- a link to the Department for Education's Governance Handbook
- a copy of the governing body's "Guidelines for Governors"
- the governing body monitoring plan
- an electronic copy of the Local Authority's governor training programme
- details of the governing body committees including their terms of reference
- dates for future governors' meetings including committees
- details of how to contact the other governors
- details of how to contact the school including the e-mail address
- a calendar of school events
- the most recent school newsletter
- a copy of the most recent Raising Attainment Plan
- a link to the school's latest Ofsted report
- policy documents relevant to the committee(s) they are going to join
- the governing body's visits policy
- top ten financial tips for governors
- skills audit pro forma

New governor checklist (Governor to tick once actioned)

- Welcomed to the governing body by the chair ()
- Invited by the executive headteacher or chair to visit the school ()
- Toured the school and met the executive headteacher ,staff and children ()
- Received an informal briefing on the school from the executive headteacher ()
- Met with an existing (mentor) governor ()
- Reviewed first meeting with my mentor ()
- Completed relevant identity and safeguarding checks ()

I have received:

- A link to the Governance Handbook ()
- School's "Guidelines for Governors" ()
- Local Authority's governor training programme ()
- Details of the GB's committees, including their terms of reference ()
- Dates for future governors' meetings including committees ()
- Details of how to contact the other governors ()
- Details of how to contact the school, including the e-mail addresses ()
- Calendar of school events ()

- School newsletter ()
- School Improvement Plan ()
- Link to the school's latest Ofsted report ()
- Policy documents relevant to the committee(s) you have joined ()
- Governing body visits policy ()

The executive headteacher and/or chair of governors has covered:

- Background to the school ()
- Current issues facing the school ()
- Visiting the school ()
- Relationship between the headteacher and governing body ()

One of the six key features of effective governance in the Competency Framework is Evaluation: to monitor and improve the quality and impact of governance. One of the ways governing bodies can fulfil this criterion is by having appropriate induction processes in place for those new to governance or to the governing, to ensure they are able to govern effectively as quickly as possible.