

# Woodley CofE Primary School



## Our Vision

At Woodley CofE each person is unique and accepted as a child of God. Through strong Christian values and our BRIGHT attitudes to learning, we inspire hearts and minds to create life-long learners, who have the skills, knowledge and understanding to shine brightly in the world.

*"Let your light shine before others." Matthew 5:16*

## Induction Policy for New Governors

Responsibility of:	Full Governing Body
Type of Policy:	Good Practice
Date of Policy:	01/02/2018
Date of next review:	01/07/2028

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There is a commitment, by this school and Governing Body to ensure that all new governors are given the necessary information and support to fulfil their role with confidence. This process is seen as an investment, leading to more effective governance and retention of governors.

### **On appointment or election of new governor**

The following information should give the new governor background information on the school and current issues, explain how the governing body and their committees work and clarify the roles and responsibilities of governors:

#### **To be sent by Clerk to Governor:**

- Welcome email
- Instrument of Government
- List of governors with contact details
- Role of the School Governor
- A copy of this policy
- Governing Body committee structure
- Meeting dates for the school year
- Copy of the last Ofsted report and SIAMS report.

#### **To be sent by LA (after Clerk has informed them of the appointment):**

- Welcome pack, which includes the Professional Development Programme
- The date of the next Governor's Induction course (on which they are booked a place)

#### **To be sent by new governor to clerk:**

- Contact details to include address, email address and contact number

#### **Before the new governors first meeting:**

Actioned before their first meeting, will ensure that the new governor feels welcomed, has had the opportunity to visit the school, to ask questions about their role and to have informally met the Head Teacher.

#### **Staff Governor/Clerk to Governors:**

- Provide a tour of the school if necessary
- Give an informal briefing on the school

#### **Clerk to Governors and School Business Manager:**

- Arrange meeting or telephone conversation with Chair.
- Newly appointed governors who join will have an induction meeting with the School Business Manager to learn and understand Local Authority budgeting procedures and reporting systems. This may also be offered by the Local Authority.

**At the first meeting:****Chair of Governors:**

Ensure introductions are made at the start of the meeting.

Arrange to speak with the new governor again after the meeting to clarify any queries or points arising from the meeting if they wish.

Arrange a mentor for the new governor if possible.

**Clerk to Governors:**

Ensure that the following is given:

- Register of Business Interest Form
- Confidentiality agreement
- Online Safeguarding training
- Details of school email address

**School Business Manager:**

Arrange a convenient time to organise DBS check.

**Training and Support:**

Regular reviews of interests and capabilities should be carried out to ensure governor receives training (where the budget permits) and this is the responsibility of the Clerk.

**Woodley CofE Primary School**  
**Induction For New Governors**

**NEW GOVERNORS INDUCTION CHECKLIST**

**Preamble**

The purpose of this policy is to ensure that all new governors feel welcomed into the school community have a clear understanding of their role and responsibilities and so swiftly and confidently become effective members of the governing body.

**NAME OF GOVERNOR .....**

	Complete
<b>Initial Procedures</b>	
Welcome email from Clerk	
Meet with Chair of Governors / Head Teacher	
Tour of the school if they are not familiar with the school lay-out	
If they are to take on a strategic role immediately, they would be introduced to their school strategic lead.	
Invited to attend a meeting (if they are enquiring)	
<b>Training</b>	
Finance Induction either with SBM or WBC	
Attend Becoming a School Governor Training through WBC	
Safeguarding Training provided through school	
<b>Housekeeping:</b>	
New governor to provide postal address, email address and telephone number	
Create school email account for them	
Log-in and access to TEAMS	
DBS Check	
Arrange a mentor if possible.	
<b>Sharing of information:</b>	
Complete declaration of business interests	
Complete a confidentiality form	
Share Strategic Governor Role Description	
Provide copy of our Constitution	
Provide meeting dates for the school year.	
Provide last copy of Ofsted and SIAMS Inspection reports	
Copy of the last minutes for all committee meetings.	
Provide list of acronyms / abbreviations	
Governor contact details	
Provide summary of School Development Plan	
Governing Body committee structure	