

Woodley Church of England (Controlled) Primary School



Induction Policy for New Governors

Responsibility of:	Full Governing Body
Date of Policy:	1 st February 2018
Date of Review:	1 st February 2020

Chair of Governors:

Head Teacher:

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 letter
- Instrument of Government
- List of governors with contact details
- List of committee membership
- "Roles of Head and Governing Body"
- Governing Body Code of Conduct
- A copy of this policy
- Skills audit

To be sent by school (if Clerk not school based)

- Last Ofsted report summary

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 governors 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
- Profile

Before the new governors first meeting:

Action by others, 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 Development Governor who will act as their mentor.

Head teacher (or Staff Governor)

- Provide a tour of the school if necessary
- Introduce governor to staff
- Give an informal briefing on the school

Clerk to Governors and School Business Manager

- Arrange meeting or telephone conversation with Chair.
- Contact the new governor to outline the roles and responsibilities of governors and the roles of each committee to assist the governor in making an informed

decision regarding which committee to join, the expectations of the governing body and the need for confidentiality.

- 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.

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.

Clerk to Governors:

Ensure that the following is given:

Register of Business Interest Form

Disqualification Forms (if applicable)

Confidentiality agreement

Online Safeguarding training

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 Development Governor.

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

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Action	By Whom	When	Done
<p>The new governor will promptly:</p> <ul style="list-style-type: none">• give postal address, email address and telephone number(s) to either the clerk or the school office,• attend a WBC Governors' Induction course (once informed of the date).	New Governor	Immediately	
<p>The following Information is sent to the governor or signposted if available on the website.</p> <ul style="list-style-type: none">• a list of the school's staff,• a summary of the School Development Plan,• the most recent Ofsted report,	School Office (Clerk if based in School)	On appointment	
<p>The Clerk to Governors will ensure that all governors, and the school office if Clerk is not school based, are informed of the new governor together with their details.</p> <p>A letter of welcome should be sent to them with a hardcopy of the following or signpost to where this can be found on the website:</p> <ul style="list-style-type: none">• Instrument of Government• the last 2 sets of minutes of full governing body and committee minutes (including all supporting information and reports),• a list of governors with contact details,• the name of the Development Governor,	Clerk	On appointment	

<ul style="list-style-type: none"> the Governing Body Code of Conduct, a list of committees, membership, with their Terms of Reference, a calendar of governing body meeting dates, a copy of this document. School website details, login for WBC website 			
Contact the LA who will send a new governor induction pack which includes a Governor Handbook and book them onto the next available New Governors Induction training	Clerk	On appointment	
<p>The clerk should ask them to sign:</p> <ul style="list-style-type: none"> a declaration of business interests a skills audit 	Clerk	First FGB meeting	
<p>Contact the new governor to welcome them to the governing body and to invite them to the next meeting of the full governing body.</p> <p>Outline the roles and responsibilities of governors and explain the necessity for confidentiality.</p> <p>Inform the new governor of the name of their mentor governor.</p>	Chair of Governors	Within Two weeks	
<p>New governors (especially non-parents) should be invited into school so that they feel part of the school community. It is suggested that they could:</p> <ul style="list-style-type: none"> view the pupils and classrooms during the school day, meet the staff (at lunch or break time), and be briefed on the procedure for governor visits to school. 	Headteacher	Within One Month	
The Development Governor or Chair should appoint a governor to also act as a mentor for new governors. This should involve:	<p>Development Governor/Chair of Governors</p> <p>Mentor</p>	Within One Month	

<ul style="list-style-type: none"> • speaking to new governors before and after their first full governing body meeting, • asking them to attend the Induction Training for New Governors and any other appropriate LA training, and • finding out if they have any special needs. 			
Support new governors through their first meeting to enable them to ask questions about background to areas and terminology.	Mentor	First FGB meeting.	
<p>Each Chair of Committee should contact the new governor to:</p> <ul style="list-style-type: none"> • explain the role of their committee, and • invite them to the next meeting. 	Committee Chairs	Within One Month	
Complete a Skills Audit to find out which committee they would best support.	Chair of Governors or Development Governor	Within One Month	
Newly appointed Governor will meet with School Business Manager for an induction meeting to learn and understand Local Authority budgeting procedures and reporting systems.	Bursar	Within One Month	