



Barnabas Oley School

New Governor Induction Policy

Version: 2.0

Reviewed: November 2015

Approved: A Whiddett (Personnel Chair)

Date: November 2018

Revision History

Version	Author	Summary	Review Date	Next Review
1.0	Liz McLaughlin	Taken from model policy	October 2012	October 2015
2.0	Governor Services	Taken from model policy	November 2015	November 2018

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1 Introduction

- 1.1 This policy applies to all new Governors who will receive a tailored induction programme which will include appropriate information, training and mentoring.
- 1.2 All new Governors will be given appropriate induction advice, training, mentoring and resources by Chair / Headteacher / Clerk / Training Link Governor /appointed mentor. This may include:
- Safeguarding children and children protection
 - Health and Safety
 - First Aid
 - Code of Conduct
 - Current relevant School information, policy documents, School Development Plan (SDP) priorities and School data
 - Ofsted, SIAMS and School performance
 - DfE information on the role of the governor
 - Governing Body policy documents
 - Dates and times of the Governing Body and sub committee meetings
 - Access and information of previous Governing Body minutes
 - Latest Governing Body report to parents and School newsletters
 - Information and access to governor training courses
- 1.3 The induction process will
- Welcome new Governors to the Governing Body and enable them to meet other members
 - Encourage new Governors to visit the School to experience its atmosphere and understand its ethos
 - Enable new Governors to meet the Headteacher, staff and children
 - Explain the partnership between the Headteacher, School and Governing Body
 - Explain the role and responsibilities of Governors
 - Give new Governors background material on the School and current issues
 - Allow new Governors to ask questions about their role and/or the School
 - Explain how the Governing Body and its committees work
 - Allow new Governors to join the committee(s) of their choice
- 1.4 The induction programme will include:
- A welcome to the Governing Body by the Chair
 - An invitation by the Headteacher to visit the School
 - An opportunity to tour the School and meet staff and children
 - An informal briefing on the School from the Headteacher
 - An invitation to attend an assembly at the School
 - The opportunity to meet informally with an existing governor who may then act as their mentor if required
 - Attendance at their first full Governing Body meeting (accompanied by their mentor, if required)
 - The opportunity to review their first Governing Body meeting with the mentor
 - Attendance at (or booked to attend) New Governor's Induction training

Appendices

A. Management and Organisation of Induction

A.1. Responsibility for Induction

The Chair is responsible for the overall management and organisation of induction of new Governors.

A.2. The person responsible for induction should

- Make arrangements to ensure that a new Governor is welcomed.
- Introduce key personnel and arrange mentorship
- Arrange a meeting between the new Governor and the Headteacher
- Organise for relevant paperwork and website access to be provided
- Ensure that an Induction Programme is provided, delivered and evaluated.

B. The Induction Programme

A.1 Induction Programme

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the mentor, or another person with delegated responsibility.

A.2 New Governor Information

New Governors will receive or be directed to:

- Information that The Governors Handbook is available on The Department for Education (DfE) website:
<http://www.education.gov.uk/schools/leadership/governance/b00224781/govhandbook>
- Traded Governor Services Team Governor Training & Development 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 (if everyone has given permission for details to be circulated)
- Details of how to contact the School including the link to the School website, e-mail address
- Details of the School's priorities for improvement (SDP)
- Copy of the School's Instrument of Government
- A list of statutory School policies and documents
- The School Governance Team Welcome Pack
- School organisation (class structure etc.)

In addition to attending the basic Induction course, all new Governors are also encouraged to attend a series of other introductory courses including "Funding and Budgeting".

New Governors are recommended to read:

- The School Development Plan (SDP)
- The latest Ofsted report and action plan
- The latest Statutory Inspection of Anglican and Methodist Schools (SIAMS) report
- Policy documents relevant to committee membership
- The latest Annual Report to Parents
- The Monitoring and Evaluation policy
- The Governor Visits policy

B.1. Headteacher Responsibilities

Areas that the Headteacher will cover include:

- Background to the School, including its Vision and Values
- Current issues facing the School particularly the priorities for improvement and raising standards
- Visiting the School as a Governor
- The relationship between the Headteacher and Governing Body

B.2. Mentor Responsibilities

Areas that the mentor will cover include:

- An overview of the Governor's role
- How the full Governing Body and committee meetings are conducted

- Planning their first Governing Body meeting
- Spend some time to go through the agenda with them
- Ensure that other Governors are aware of their new colleague
- Arrange for the Chair to personally welcome them and guide the new Governor in their response
- Organise name cards and ensure the new Governor sits next to a more experienced person
- Explain how to propose agenda items
- Governor training – arrange with the Link Governor to book the new governor onto an Introductory course run by the Traded Governor Services Team

B.3. Clerk Responsibilities

Areas that the Clerk will cover include:

- Notify the Traded Governor Services Team of the new governor's details
- Provision of the documentation for the new Governor
- Provision of secure area Login details for the website
- Assisting the new Governor to access the School website if required
- Assisting the Chair and Headteacher as necessary

C. New Governor Induction Checklist

Name _____ Start Date _____

Name of Mentor _____

Induction Element	Tick on completion	Notes
Welcomed to the Governing Body by the Chair		
Invited by the Headteacher to visit the School		
Toured the School and met staff and children		
Received an informal briefing on the School from the Headteacher, covering: <ul style="list-style-type: none"> • Background to the School • Current Issues facing the School – priorities for improvement • Visiting the School • Overview of the Governor's role • Relationship between the Headteacher and the Governing Body 		
Met informally with an existing governor who will act as mentor		
Reviewed first full Governing Body meeting with the mentor		
Booked onto an Induction Course		
School Development Plan (SDP) - The School's priorities for improvement and raising standards		
The latest Headteacher's Report		
The latest budgetary control report (BCR)		
The Governing Body's code of conduct		

Policies, Procedures and Information	Tick on Receipt /Access	Notes

Traded Governor Services Welcome Pack		
Cambridgeshire Governor Services Support & Development programme		
Details of the Governing Body committees		
Dates for future Governors' meetings including committees		
Details of how to contact the other Governors		
Details of how to contact the School		
DfE "Guide to the Law for Governors"		
Cambridgeshire Scheme for Financing Schools.		
Received an introduction to external monitoring methods		
The School's scheme of delegation		
Calendar of School events		
School newsletters		
School Development Plan (SDP)		
Latest Ofsted Report and Action Plan		
Latest SIAMS Report		
Policy documents relevant to committee membership		
Latest Annual Reports to Parents		
Performance Management Policy		
Monitoring and Evaluation Policy		
School Visits Policy		

Name: _____ **Reviewed by:** _____

(Print FULL name of governor)

(Print name of Mentor Governor)

Signed: _____ **Signed:** _____

Date: _____ **Date:** _____

The new governor should retain the original signed copy of this document for his/her own records and forward a copy to the Chair of Governors and the Training Link Governor