

Governors' Induction Policy Str

10 September 2015 Version Number: 4

Author: WBC Review Date: Autumn Term 2017



Aim

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

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, • contact the School Business Manager to arrange DBS clearance and for a photograph to be taken, and • attend a WBC Governors' Induction course (once informed of the date). 	New Governor	Immediately	
<p>The following Information is sent to the governor:</p> <ul style="list-style-type: none"> • a list of the school's staff, • a summary of the School Development Plan, • the School Prospectus, • the most recent Ofsted report, • a calendar of school events and term dates, • details of the procedure for CRB clearance with any necessary forms, • a set of photographs of governors, and • a map of the school. <p>The school office will circulate contact details for the new governor to the Clerk (if not based at school)</p>	School Office (Clerk if based in School)	On appointment	

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House
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<p>The Clerk to Governors will ensure that all governors and the school office (if have been informed via other means) are informed of the new governor together with their details.</p> <p>A letter of welcome should be sent to them with the following:</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, • the Governing Body Code of Conduct, • Roles of Head and Governing Body/Decision Planner Document, • a list of committees, membership, with their Terms of Reference, • a calendar of governing body meeting dates, • the Guide to the Law for School Governors (on CD), and • a copy of this document. 	Clerk	On appointment	
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, and • declaration of eligibility. • Ethnic minority form. 	Clerk	First FGB meeting	
Contact the new governor to welcome them to the governing body and to invite them to the next meeting of the full governing body. Outline the roles and responsibilities of governors and explain the necessity for confidentiality.	Chair of Governors	Within Two weeks	

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Inform the new governor of the name of their mentor governor.			
<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	
<p>The Development Governor should also act as a mentor for new governors. This should involve:</p> <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. 	Development Governor	Within One Month	
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	Within One Month	
<p>The School Business Manager should contact the new governor to:</p> <ul style="list-style-type: none"> invite them to meet the bursar to discuss the finances of the school and the various documents the bursar uses to report to governors, and 	School Business Manager	Within One Month	

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<ul style="list-style-type: none">• arrange DBS clearance and for a photograph to be taken (if the new governor has not already made the arrangements).			
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